



CITY OF LONG BEACH
 Department of Development Services
 BUILDING AND SAFETY BUREAU
TENANT IMPROVEMENT GROUP M
FIRE PLAN REVIEW CHECKLIST



DATE:

INFORMATION	PROJECT NO.:	EXPIRATION DATE:			STATUS:		
	PROJECT ADDRESS:	VALUATION:					
	WORK DESCRIPTION:						
	APPLICANT'S NAME:	TEL. NO.:					
	USE	OCCUPANCY GROUP	FLOOR AREA	OCCUPANT LOAD	TYPE OF CONSTR.	NO. OF STORIES	FIRE SPRINKLER

INSTRUCTIONS	<p>Your application for a permit, together with plans and specifications, has been examined and you are advised that the issuance of a permit is withheld for the reasons hereinafter set forth. The approval of plans and specifications does not permit the violation of any sections of the Fire Code, Building Code, other local ordinances or state laws.</p> <p>In an effort to streamline the plan review process, please follow the steps outlined below to ensure that there is no delay in processing your application and reviewing your responses to these plan check comments.</p> <ul style="list-style-type: none"> • Comments with circled item numbers apply to this plan check. • Revised plans and calculations shall incorporate or address all comments marked on the original checked set of plans, calculations, and this plan review checklist. Provide a written response to each comment and show where and how it has been addressed. Identify the sheet number and detail or reference note on the revised plans where the corrections are made. Time spent searching for the corrected items on the revised plans or calculations will delay the review and approval process. Once all comments on the plans, calculations, and this checklist have been addressed, contact the plan check staff to SCHEDULE AN APPOINTMENT to review the changes made. <p>PLAN REVIEWER: _____ TEL. NO.: _____ 562-570- ADDRESS: _____ 333 W. OCEAN BLVD., 4TH FLOOR, LONG BEACH, CA 90802 EMAIL: _____ @longbeach.gov WEBSITE: _____ www.lbds.info</p> <p>Should you have any questions or need clarification pertaining to the comments made on your project, you may contact the plan check staff by telephone from 7:30 AM (8:30 AM Wed) to 4:30 PM (T W TH F).</p> <ul style="list-style-type: none"> • Bring the original checked set of plans and calculations along with this checklist to the appointment meeting. Do not schedule an appointment meeting with the plan check staff until all comments have been addressed. • We will ensure that the appointment meeting or re-submittal of the plans for recheck will proceed as expeditiously as possible. If an impasse is reached during the appointment meeting, you may request that the plan check supervisor be summoned for a 2nd opinion or to attempt to resolve and/or clarify the matter. • Major revisions to the plans that necessitate additional review time may be subject to re-submittal and additional plan check fees as authorized by Section 18.05.040 of the Long Beach Municipal Code. • Reviewed plans and/or calculations not picked up within 60 days of notice will be discarded.
	NOTE

A. PERMIT APPLICATION

1. Provide a fully dimensioned site plan to scale on the plans. Include the following information as applicable: fire separation distance or setback of building to property lines or other buildings on the lot, lot size and dimensions, street center line, alley, # of parking spaces, location of all other buildings on the lot, legal description, easements, utility lines, etc.
2. Provide complete information for (applicant) (owner) (engineer) (architect) (_____) on the first or title sheet of the construction documents.
3. Separate permit application is required for the following items:
 - a. (Fire Alarm/Fire Sprinkler) work
 - b. (_____)
4. Note on plan: The current prevailing building and construction codes in the City of Long Beach as follows: The **2013** Edition of the California Building Code, **2013** Edition of the California Mechanical Code, **2013** Edition of the California Electric Code, **2013** California Fire Code, Title 19 California Code of Regulations and Title 18 of The Long Beach Municipal Code.

B. ADMINISTRATION

1. The final set of construction documents must be stamped by the following department/bureau/agency:
 - a. Planning Bureau
 - b. Water Department
 - c. Health Department
 - d. _____
2. Each sheet of the construction documents must bear the signatures, registration number and expiration date of the registered design professional in responsible charge licensed in the State of California.
3. Three final set(s) of construction documents will be required during permit issuance. Construction documents must be:
 - a. Quality blue or black line drawings with uniform and light background color.
 - b. Max. 36' x 48" size with min. 1/8" lettering size.
 - c. Sticky back details must produce prints without contrasting shades of background color.
4. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the Fire Code and relevant laws,

ordinances, rules and regulations as determined by the fire code official: (CFC 105.4.2)

5. Provide the following building data on the Title Sheet:
 - a. Project description/ Scope of work
 - b. Building/ Project area (show building area < allowable area per CBC Table 503)
 - c. Occupancy group(s): new (N) & existing (E)
 - d. Use(s): (N) & (E)
 - e. Type of construction(s)
 - f. Number of story (ies)
 - g. Occupant load
 - h. Required & provided number of exits
 - i. Maximum travel distance
 - j. Common path of travel
 - k. Height
 - l. Type of fire sprinklers system, if any.
 - m. Type of fire alarm system, if any.
 - n. _____
6. Remove all plans, details or notes that do not pertain to the project from the final set of construction documents.

C. GENERAL PROVISIONS

1. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property, contrasting with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke of .5 inches. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. (CFC 505.1)
2. **Rear address numbers.** All buildings on the property of the Long Beach Airport, and all multi-tenant buildings with the City, shall be provided with address numbers and/or suite numbers on the rear doors to each tenant space. (LBMC 18.48.350, CFC 505.1.)
3. Where access to or within a structure or area is restricted, a key box shall be installed in an approved location/s. For existing key boxes, updated keys shall be provided. (CFC 506.1)
4. A working space of not less than 30 inches in width, 36 inches in depth and 78 inches in height shall be provided in front of electrical service equipment. Door into electrical control panel rooms shall be marked with a plainly visible and legible sign stating ELECTRICAL ROOM or similar approved wording. (CFC 605)

D. USE AND OCCUPANCY

1. Specify on floor plans uses, occupancy and areas of all rooms.
2. Where mixed occupancy buildings contain incidental use areas, the following shall apply:
 - a. Clearly identify on plans whether there are any incidental use areas that are separated from other portions of the building pursuant to CBC T-508.4.
 - b. The protection used for incidental use areas may include automatic fire sprinklers, fire-resistance rated construction, or both. Identify such protection in the incidental use areas on each floor plan.
3. Where mixed occupancy buildings contain nonseparated uses, the following shall apply:
 - a. Clearly identify on plans whether nonseparated uses will be utilized pursuant to CBC 508.3.
 - b. Clearly acknowledge on the plans that the use of non-separated occupancies requires the most restrictive provisions of CBC 508.3 and Chapter 9 to apply to the entire building.
 - c. The adjoining non-separated uses must be clearly identified on all floor plans, including the boundary of such areas.
 - d. The project must be designed to meet the requirements of the more restrictive occupancy for the following: (Area) (Height) (Egress) (Fire Sprinklers) (Other).
4. Where mixed occupancy buildings contain separated uses, the following shall apply:
 - a. Clearly identify on plans the boundary of each adjoining occupancy that will be separated pursuant to CBC 508.4 and T-508.4.
 - b. Fire-resistance rated walls used to separate adjoining occupancies shall be constructed as fire barriers in accordance with Section 707; fire partitions shall not be allowed. (CBC 508.4.4.1)
5. Where mixed occupancy buildings contain accessory areas, the aggregate area of all accessory areas within a single occupancy shall not exceed 10% of the floor area of the primary occupancy. (CBC 508.2.1)

E. INTERIOR WALLS

1. Clearly label and identify on plans all fire walls, fire barriers, fire partitions, shafts, smoke barriers, and smoke partitions, along with their fire-resistance ratings. Provide a legend.

F. INTERIOR FINISH, DECORATIVE MATERIALS AND FURNISHINGS

1. Interior walls and ceiling finishes shall be classified in accordance with CBC 803. Identify the classification of interior walls and ceiling finishes based on CFC Table 803.3.
2. Textile wall coverings shall comply with CFC 803.5.1.
3. Expanded vinyl wall or ceiling coverings shall comply with the requirements of either CFC 803.6.
4. Foam plastic materials shall not be used as interior wall and ceiling finish unless specifically allowed by CFC 803.7.
5. Foam plastic shall be allowed for trim in accordance with CFC 803.7.3
6. High-density polyethylene (HDPE), when used as an interior finish, shall comply with CFC 803.1.2. CFC 803.8
7. Site fabricated stretch systems shall comply with the requirements of CFC 803.1.1 or 803.1.2. (803.9 CFC)
8. In Group M occupancies, fabric partitions suspended from the ceiling and not supported by the floor shall meet the flame propagation performance criteria in accordance with CFC 807.2 and NFPA 701 or shall be noncombustible. (CFC 807.1)
9. Acceptance criteria and reports. Where required to be flame resistant, decorative materials shall be tested by an approved agency and meet the flame propagation performance criteria of NFPA 701, or such materials shall be noncombustible. Reports of test results shall be prepared in accordance with NFPA 701 and furnished to the fire code official upon request. (CFC 807.2)
10. Note on plans or finish schedule: "Wall, floor and ceiling shall not exceed the flame spread classifications in CBC T-803.3".

G. FIRE PROTECTION SYSTEMS

1. Group M. An automatic sprinkler system shall be provided throughout buildings containing a Group M occupancy where one of the following conditions exists: (CFC 903.2.7)
 - a. A Group M fire area exceeds 12,000 square feet.

- b. A Group M fire area is located more than three stories above grade plane.
 - c. The combined area of all group M fire areas on all floors, including any mezzanines, exceeds 24,000 square feet.
 - d. A Group M occupancy is used for the display and sale of upholstered furniture or mattresses, exceeds 5,000 square feet.
 - e. The structure exceeds 24,000 square feet contains more than one fire area containing a Group M occupancy, and is separated into two or more buildings by fire walls of less than 4-hour fire-resistance rating.
2. Fire area. The total fire area of buildings shall be computed without regard to fire barriers and floors of less than four (4) hour fire resistive construction without openings. (LBMC 18.48.400, CBC 202)
 3. Portable fire extinguishers shall be installed in new and existing Group M occupancies. (CFC 906.)
 4. A minimum of one 2A 10-B:C shall be provided on each floor level, conspicuously located, along normal paths of travel and within 75 feet travel distance. (CCR, Title 19, Division 1, Section 567 (a) through (k))
 5. Size and distribution of portable fire extinguishers shall be in accordance with CFC 906.3.1 through 906.3.4.
 6. For purpose of CFC 907 firewalls and fire barrier walls shall not define separate buildings. CFC 907.1.4
 7. Group M. A manual fire alarm system that activates the occupant notification system in accordance with Section 907 shall be installed in Group M occupancies where one of the following conditions exists: (CFC 907.2.7)
 - a. The combined Group M occupant load of all floors is 500 or more persons.
 - b. The Group M occupant load is more than 100 persons above or below the lowest level of exit discharge.
 8. Add a note on plan: "This building must be equipped with an automatic fire extinguishing system complying with (NFPA-13) The sprinkler system shall be approved by Fire Plan review prior to installation." (CFC 903.3.1)
- ### H. EXITS
1. Submit an exit analysis plan that labels and clearly shows compliance with all required egress features such as, but not limited to, common path of travel, required number of exits, occupant load, required width, continuity, travel distance, etc. (CFC 1001.1)
2. Show a detailed layout of aisles, shelves, product location, fixtures, appliances, cart storage, and /or equipment on the floor plans.
 3. Aisles in Groups B and M. In Group B and M occupancies, the minimum clear aisle width shall be determined by CFC 1005.1 for the occupant load served, but shall not be less than 36 inches. (CFC 1017.3)
 4. The number of exits shall comply with CFC T-1015.1, T-1021.1, 1021.2 (1) & 1021.2 (2).
 5. In single-story buildings, two or more exits are required when criteria in CFC T-1015.1 or T-1021.1 are exceeded.
 6. In a two-story building, two exits or more are required when occupant load exceeds or, common path of egress travel exceeds 75' on the second floor. (CFC T-1021.2(2))
 7. Two exits or more are required when the occupant load of a room or space exceeds the criteria in CFC 1015.
 8. When two exits are required from a building or area, they shall be separated by one-half the diagonal dimension of the building or area served. (CFC 1015.2.1)
 9. Travel distance to reach an exit shall not exceed that allowed in CFC T-1016.1.
- ### I. CORRIDORS
1. Corridors shall be fire-resistance rated in accordance with Table 1018.1. The walls shall comply with CBC 708 for Fire Partitions. (CFC 1018.1)
 2. Corridor width shall be not less than (96") (72") (44") (36"). (CFC 1018.2)
 3. Dead end corridors shall not exceed 20' in length. (CFC 1018.4)
- ### J. DOORS
1. Each leaf of door in the means of egress shall provide 32" clear opening and a min. height of 6'-8", but in no case shall any swinging door leaf exceed 48". (CFC 1008.1.1)

2. Doors serving an occupant load of 50 or more persons or hazardous rooms or areas shall swing in the direction of exit travel. (CFC 1008.1.2)
 3. Revolving, sliding or overhead doors shall not be used as exit doors. (CFC 1008.1.2)
 4. Show that power operated doors are capable of being manually opened to permit exit travel in the event of a power failure. (CFC 1008.1.4.2)
 5. Means of egress doors shall be readily distinguishable from the adjacent construction and finishes such that the doors are easily recognizable as doors. Mirrors or similar reflecting materials shall not be used on means of egress doors. Means of egress doors shall not be concealed by curtains, drapes, decorations or similar materials. (CFC 1008.1)
 6. Doors opening into the path of egress travel shall not reduce the required width to less than one half during the course of swing. When fully open, the door shall not project more than 7" into the required width. (CFC 1005.7.1)
 7. Doors and their frames opening into a 1-hr. corridor shall be labeled 20-minute assemblies with smoke and draft control assemblies with self or automatic closers. (CBC 716.5.3 & 716.5.8)
 8. In buildings with Group M occupancy, the main exterior doors are permitted to be equipped with key-operated locking devices from the egress side provided:
 - a. The locking device is readily distinguishable as locked;
 - b. A readily visible durable sign is posted on the egress side on or adjacent to the door stating: THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED. The sign shall be in letters 1 inch high on a contrasting back-ground; and
 - d. The use of the key-operated locking device is revocable by the building official for due cause. (CFC 1008.1.9.3)
- K. OTHER COMPONENTS**
1. The means of egress system shall be illuminated with at least one-foot candle at the floor level. (CFC 1006.2)
 2. Show two sources of power for means of egress. (CFC 1006.3)
3. Provide a separate source of power for exit sign illumination. (CFC 1011.6.3)
 4. Exit signs are required when 2 or more exits are required. Show location of all exit signs. (CFC 1011.1)
 5. Provide a door and window schedule. Show type, size, and hardware.
- L. MISCELLANEOUS**
1. The plans submitted are incomplete. The corrections herein reflect only the degree of information provided at this time. Subsequent to re-submittal, additional and more specific corrections may be issued.
 2. Note on plans: Address shall be plainly legible and visible from the street fronting the property. These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch.
 3. Note on plans: A minimum of one 2A 10-B:C fire extinguisher shall be provided for every 75 feet of travel distance.
 4. Note on plans: Combustible debris shall not be accumulated within buildings. Combustible debris, rubbish and waste material shall be removed from buildings at the end of each shift of work. (CFC 3304.2)
 5. Note on plans: Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container. (CFC 3304.4)
 6. Note on plans: Operations involving the use of cutting and welding shall be done in accordance with CFC Chapter 26. (CFC 3304.6)
 7. Note on plans: Labeling. Doors into electrical control panel rooms shall be marked with a plainly visible and legible sign stating ELECTRICAL ROOM or similar approved wording.
 8. Note on plans: Labeling. Doors into Fire Alarm control panel rooms shall be marked with a plainly visible and legible sign stating FIRE CONTROL PANEL or similar approved wording.
 9. Note on plans: Rear address numbers. All multi-tenant buildings shall be provided with address numbers and/or suite numbers on the rear doors to each tenant space.

