



*Fire Marshal's Office*  
*San Mateo County Fire*  
**CAL FIRE**

320 Paul Scannell Drive, San Mateo, California 94402 (650) 573-3846

Date: Nov. 8, 2009

Revised: New

Number: CFS-0016

Title: *Tenant Improvement Submittal*

Approved: *Clayton Jolley*

**SCOPE:**

Tenant Improvement Plan Check Submittals shall conform to the provisions of this standard and all applicable code sections of the 2007 California Fire (CFC). This standard is intended to provide direction for plan submittal and to serve as guide for field inspection.

**PERMIT APPLICATION:**

The following information must be included in the application.

- 1.) **Site Plan** - Show building location (vicinity map) and legal address. (minimum size 18" x 24")
- 2.) **Floor Plan** - Show overall floor plan of the building and indicate adjacent tenant spaces, side yards, parking areas, etc.
- 3.) **Occupancy Use** - Indicate occupancy group & division (B,E etc.) and the proposed use of the improved area(i.e., retail sales, woodshop, office, etc.) If there is any proposed change in use, the applicant shall state the proposed use (i.e., from office to retail) and indicate square footage of affected areas.
- 4.) **Type of Construction** - Indicate type of construction of existing building (i.e., wood frame, concrete tilt-up, masonry, etc.).
- 5.) **Detailing** - Show all existing and proposed walls, indicating which are the proposed walls.
- 6.) **Doors** - Show all door locations, fire-rating (if applicable), direction of swing, self closing mechanisms, etc.
- 7.) **Exit Door Hardware** – Show detail of exit door hardware, exit door(s) shall be operable from the inside without the use of a key, special knowledge or effort. Exception: Main exit door may be equipped with a keyed-locking device if there is a readily visible sign on or adjacent to the door stating “ THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS”. The sign shall be in letters not less than 1 inch tall with a ¼” stroke.
- 8.) **Lighting Layout** - Provide lighting layout. Show full dimensions of light fixtures and relationship to adjacent sprinkler heads.

9.) **Fire Sprinkler** - Provide plan showing existing layout, show proposed layout and provide sprinkler head cut sheet for any new heads. Provide copy of Title 19 5-year certification of sprinkler system if building is more than 5 years old.

10.) **Corridors**- Walls and ceilings must be of one-hour fire-resistive construction. Provide architectural section through the corridor to show how this is accomplished.

11.) **Openings** - Interior openings into corridors must be protected per. Door openings must be protected by 20-minute-rated smoke- and draft-control assemblies.

12.) **Windows** - In corridors, openings in walls shall be protected by fixed glazing that is listed and labeled or marked for a fire-protection rating of at least three-fourth hour. Total area of windows must not exceed 25 percent of the area of the common wall with any adjacent room .

13.) **Occupancy Load** - Any room having an occupant load of 50 or more where fixed seats are not installed, and which is used for classroom, assembly or similar purpose, shall have the capacity of the room posted in a conspicuous place.

14.) **Fire Extinguishers** - There must be a fire extinguisher for each 3,000 square feet, travel distance not to exceed 75' per Title 19 CCR.

Commercial Cooking Areas: Provide one Type "K" 40BC rated fire extinguisher for cooking area, installed within 30' of cooking equipment. Extinguisher to be tagged with the seal of the State Fire Marshal. An UL 300 compliant automatic fire suppression system shall be installed in the hood and duct system in all commercial kitchens.