



Construction Plan Review and Inspection Process

Plan Review:

The chart below shows which construction documents need to be reviewed by the Fire Marshal’s Office (FMO) and/or the Building Department.

| Construction Documents | FMO | Building Department |
|------------------------------------|-----|---------------------|
| Building Plans (civil & site work) | X | X |
| Photovoltaic (PV) | X | X |
| Fire Sprinkler | X | |
| Fire Alarm | X | |
| Fire Water Underground | X | |
| Fire Department Access | X | |

Construction document submittal requirements are outlined in the California Fire Code (CFC) and California Building Code (CBC) administrative sections. Construction for HCAi occupancies shall follow the procedures set forth by HCAi.

Approved plans: plans approved by the FMO will be stamped out and issued a permit/job card. Approved plans are required prior to the commencement of any work. It is the obligation of the project responsible party to reconcile all approved sets of plans by various departments. A copy of the stamped approved plans must be kept at the job site.

Amended Construction Documents (ACD): any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents (CBC/CFC administration chapter).

Deferred submittals: deferral of any submittal items shall have prior approval (CBC/CFC administration chapter) and be listed on the initial building plans.

Back Check: The project's responsible party will need to coordinate when the comments are received from the FMO and the Building Department. Back check submittals will not commence until comments received from all departments have been addressed by the Design Professional of Record (DPOR). A comprehensive package can then be submitted to both the FMO and Building Department as a back check. When addressing the Plan Reviewers’ comments, the Design Professional shall resubmit utilizing the same submittal process. See the example for the naming convention



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An example of a submittal title for a back check is as follows:

Submittal 1 – Structural – returned with comments

Submittal 2 – Structural BC#1 - submitted with responses to comments

This will continue as BC #2 and so forth

Electronic Plan Review Process:

All plans shall be submitted for electronic plan review. Plans shall leave an area, as provided in the format document attached, for the placement of the approval stamp. (See Exhibit A)

Plans are to be submitted directly to the FMO via their website page: **Fire plan review permit application | Fire Marshal's Office | UC Davis Health**

- **Supporting Document Files:** All files required as part of the application submission, other than drawing files, e.g., Specifications, Structural Calculations, Geo-Tech Reports, Easement Letters, Product Data Sheets, shall be uploaded as individual multipage documents and title by subject, i.e., Specification, Hydraulic calculations, etc.

The submission will be reviewed for completeness (all plans must be stamped and signed by the DPOR):

1. If **complete**, an email will be sent to the applicant informing them it has been accepted for plan review
2. If **incomplete**, an email will be sent to the applicant informing them that the application is returned as it is incomplete

For the submittal to be deemed complete, all documentation and project drawings must be submitted at the same time but as separate documents. An example of a “complete package” is as follows:

Fire Sprinkler Submittal

- Construction drawings
- Water flow (fire flow) within the last six months
- Hydraulic calculations
- Manufactures specifications/cut sheets (all products i.e., piping, sprinkler, etc.)



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Once the application has been accepted, it will be entered into GOVmotus and then forwarded to a Plan Reviewer. An acceptance email will be sent to the applicant. Large complex submissions will require a longer review time with a target turnaround of 40 business days. Smaller, less complex submissions will receive a target review time of 15 business days.

A separate fire submittal is required for each type of plan review (i.e., fire alarm, sprinkler, underground, building plans, etc.). Comments will be tracked and provided to the DPOR by the FMO Plan Reviewer. Once all comments are addressed, the FMO will stamp the approved plans and issue the permit/job card.

If a third-party contractor is utilized by the FMO, plans will be sent to the third party by the FMO and all comments by the third-party reviewer will be sent directly to the FMO. The FMO will provide comments to the DPOR.

Once the permit has been issued, work may proceed. **The permit must be kept on the job site. It is the duty of the projects responsible party to make sure all plans are approved by the required departments.**

A permit may be revoked if work is done prior to plan approval.

Design Issues:

Should questions or issues arise during the plan review process, the FMO Plan Reviewer will discuss/review the issues directly with the DPOR. The FMO will provide assistive direction or clarification but will not provide alternative designs. Attached (AMMR) is a sample template that can be utilized for submitting an alternative methods request.

Alternative Methods and Means: shall be requested in writing and will be approved and stamped upon acceptance and shall comply with California Fire Code section 1.11.2.4.

Appeals: can be made to the Fire Marshal, if the appeal is not resolved, the Fire Marshal will send a written recommendation and request to the Office of the State Fire Marshal.

Request for Alternate Means of Protection (AMMR):

California Building Code Division 1 Section 1.11.2.4 states "Requests for approval to use an alternative material, assembly or materials, equipment, method of construction, method of installation of equipment or means of protection shall be made in writing to the enforcing agency by owner or the owner's authorized representative and shall be accompanied by a full statement of the conditions".



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It is the intent that the material, method, or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability, and safety. It is not meant to be a waiver or associated with cost savings for purposes of not meeting minimum prescribed code requirements.

AMMR's submitted to FMO shall conform to the required form located on our website:

Construction Permits and Requests | Fire Marshal's Office | UC Davis Health System

The AMMR shall be presented to the plan reviewer. They will review for purpose, content, and applicability. If determined acceptable for further consideration, the AMMR shall be forwarded to their Lead Designated Campus Fire Marshal with the recommendation. The Lead Designated Campus Fire Marshal will review, if the documentation is deemed acceptable, the Lead Designated Campus Fire Marshal will move forward with approval or denial.

Post Approval Changes:

Request for information (RFI) is a request made by the construction team and shall follow the requirements outlined in the UCDH Division 1 Specification. Supplemental Instructions (SI) are from the DPOR to the construction team. These two items can be reviewed in the field by FMO staff. If it is determined by FMO staff that it is an Amended Construction (ACD) is required, it shall be submitted for plan review and approval prior to commencement of work. ACDs shall follow the requirements outlined in the California Code of Regulations Title 24 Administrative Requirements. Any post-approval changes that affect fire life safety systems shall be submitted to the FMO prior to the commencement of work. It is the duty of the project responsible party to reconcile all approved sets of plans. An ACD may be required if stamped and approved FMO plan set varies from the Building Department.

Inspections:

All inspections are based upon approved (stamped) plans that are maintained at the location (paper or electronic). Any deviation will require an amended construction document according to section 105.4.5 of the CFC.

A single point of contact (POC) is required for inspections. This POC may be the job Superintendent, but the installing contractor for fire and life safety systems shall be present as well. Inspection results will be provided solely to the single POC who may forward comments as needed. All project questions and concerns shall be filtered through the POC.



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The inspection request shall be submitted at least 2 business days prior to the requested inspection date, or according to the UCDH Specifications documents.

If the POC is not on-site, not prepared, no plans on-site, no installing contractor on-site, or a similar situation, the inspector will not conduct the inspection. The FMO reserves the right to charge a flat fee for inspections that are not conducted for any of the above reasons.

Re-inspections for failed items shall be requested by the installing contractor/superintendent and is subject to rescheduling time (see above for inspections request process).

Once all inspections have passed for the permitted work, a Certificate of Completion (COC) will be provided.

Stop Work Order:

California Code of Regulations Title 24 Administrative sections provide for Stop Work Orders. The issuance of Stop Work Orders shall be according to those standards, and as follows:

Order. Where the fire code official finds any work regulated by this code being performed in a manner contrary to the provisions of this code, or in a dangerous or unsafe manner, the fire code official is authorized to issue a stop-work order.

Issuance. A stop-work order shall be in writing and shall be given to the owner of the property, to the owner's authorized agent, or to the person doing the work. Upon issuance of a stop-work order, the cited work shall immediately cease. The stop-work order shall state the reason for the order, and the conditions under which the cited work is authorized to resume.

Emergencies. Where an emergency exists, the fire code official shall not be required to give a written notice prior to stopping the work.

Failure to comply. Any person who shall continue any work after having been served with a stop-work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable.

The UC Davis Health Division 1 Specification, as well as the construction contract, may provide language for liability. If a code violation issue cannot be resolved then the appeals process may be utilized by the contractor, or the UC Davis Health Lead Designate Campus Fire Marshal may escalate to the Office of the State Fire Marshal.

The UC Davis Health Lead Designate Campus Fire Marshal may remove the Stop Work order upon acceptable established remediation of the violation or directive of the Office of the State Fire Marshal.



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Occupancy:

All certifications affecting occupancy shall be signed by the CBO and the Fire Marshal. **No building or portion of shall be occupied until such documents are issued.** The UC Regents documentation for Certificate of Occupancy, Beneficial Occupancy, and Temporary Occupancy shall be utilized. The UC Regents Office of the President's Facilities Design Manual provides clarity on their use.

Miscellaneous Items: (Details available on FMO website)

Hot Works Permits: An application is required for all work that is considered "Hot Work", as defined by CFC. Complete a Hot Work application on our webpage at: **Hazardous Conditions/Hot Work Permit Application (ucdavis.edu)**. Once a Hot Work application has been approved and a permit has been issued, the contractor shall email (hs-fireprevention@ucdavis.edu) to request a site inspection. The inspection is required before the commencement of work. A fire watch and completed fire watch log is required on all hot work activities. **Construction Permits and Requests | Fire Marshal's Office | UC Davis Health System**

ILSM: An Interim Life Safety Measure (ILSM) review is required on all construction projects. If an ILSM is required upon review, complete the necessary forms on our webpage. **Interim Life Safety Measures | Fire Marshal's Office | UC Davis Health**

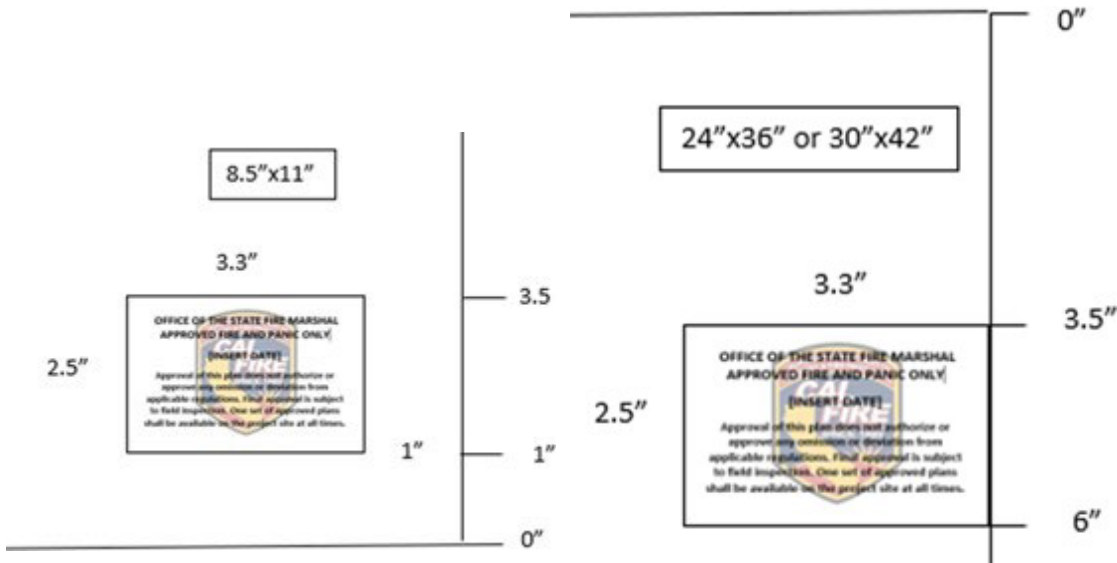
Fire Alarm Testing: Testing of the fire alarm within the hospital requires the submission of a Fire Alarm Testing Request. The FMO will forward the email request to the FP & D Inspection Supervisor to confirm project readiness. The Inspection Supervisor will communicate with the FMO on the project status, the FMO will support the request upon review and approval from the FP & D Inspection Supervisor. The applicant is responsible for scheduling and obtaining support as needed. **Construction Permits and Requests | Fire Marshal's Office | UC Davis Health System**

Fire Watch: When Fire Watch is required by the Fire Code Official, an application shall be submitted for review and approval prior to the commencement of any work. **Fire Watch Application | UC Davis Health Fire Marshal's Office**



Construction Plan Review and Inspection Process

Exhibit A:





Construction Plan Review and Inspection Process

AMMR Template Example (can be found on FMO webpage):

Alternative Methods and Means:

Place letter on company/agency letterhead

REQUEST FOR ALTERNATE MEANS OF PROTECTION

Project Name & Address

Date:

Code Section: Code Requirement: Code Intent: Request: Justification: Conclusion:

Prepared by:

Type Firm/Agency here

(Signature) Name Date

Approved/Disapproved by:

Stephen Guarino, Lead Designed Campus Fire Marshal UC Davis Health Fire Marshal's Office

Date

See the example provided on the FMO website for assistance as well as an available template.