



Small Project Over the Counter Plan Review

Small Project Review:

The intent of the small project over-the-counter (OTC) review is to assist in the expediting of small, noncomplex, and emergency projects. ILSM application may also be reviewed at OTC. Small project reviews should take no more than one (1) hour per review. All necessary forms and transmittals must be included. The design professional and the project manager shall be present to ensure any questions can be answered at the time of the review.

- Projects are handled on a first come first served basis with no guarantee of a review.
- Plans that have already been submitted through our normal process will not be taken out of the queue for an OTC review.
- Electronic OTCs are not permitted at this time.
- At OTC reviews, the applicant will receive a document (disposition notice) providing the outcome (approved/or returned with comments).
- If approved the applicant will then need to upload the plans and disposition sheet to hs-fireprevention@ucdavis.edu to receive a permit and inspection card.

For small non-complex project drawings, not requiring a registered design professional, a minimum of 8 ½ x 11 size paper, a larger size is more legible and preferred. with all details clearly shown may be acceptable. The drawings shall be accompanied by supporting documentation such as to allow the plan reviewer to make a decision during the review period.

TITLE BLOCK CONFIGURATION AND STAMP LOCATION

The location of the UCDH Fire Marshal batch stamp has been coordinated with the UCDH Campus Building Officials' electronic stamp location. The UCDH Fire Marshal batch stamp will be placed below the space allocated for the UCDH Campus Building Official stamp. See the example of stamp locations as attached.

Any plan sets that require a registered design professional shall be as follows:

Plans, specifications, and other supporting documents submitted for review shall typically consist of the following:

One complete set of plans.

Plans and specifications shall be stamped and signed per B&P Code 5536.1(a) by the appropriate registered design professional architectural plan, including fire resistance specifications and assemblies.

Supporting documentation, such as listings, manufacturer installation guides, specifications, and calculations.



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Approved plans:

All plans must be stamped "approved" by either the Campus Building Official (CBO) or the Fire Marshal before the commencement of work. All building plans (architectural, M.E.P, fire and life safety drawings, etc.) must be stamped by both the CBO and the Fire Marshal. A copy of the stamped approved plans must be kept at the job site.

Once the drawings have been approved, they will be stamped and entered into the permitting software. A permit for construction will be generated listing required inspections.

Inspections:

All inspections are based upon approved (stamped) plans that are maintained on the location (paper or electronic). Any deviation will require an amended construction (ACD) 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.

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

If the POC is not on-site, no plans on-site, not prepared, no installing contractor on-site, or similar situation, the inspector will not conduct the inspection. The Fire Marshal's Office (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.



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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 UCDH 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 UCDH Fire Marshal may escalate to the Office of the State Fire Marshal.

The UCDH Fire Marshal may remove the Stop Work order upon acceptable established remediation of the violation or upon directive of the Office of the State Fire Marshal.

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. Once a Hot Work Permit has been issued, the contractor shall email ([hs-](mailto:hs-fireprevention@ucdavis.edu)
fireprevention@ucdavis.edu) to request a site inspection. The inspection is required before the commencement of work. A Fire Watch is required for all hot work activities.

ILSM: An Interim Life Safety Measures (ILSM) review is required on all construction projects. If an ILSM is required upon review, the FMO will forward the ILSM documentation.

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 FD & C Inspection Supervisor to confirm project readiness. The Inspection Supervisor will communicate with the FMO status, the FMO will support the request upon review and approval from the FD & C Inspection Supervisor. The applicant is responsible for scheduling and obtaining support as needed.

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.



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Required stamp locations:

SHEET SIZE	TYPE	STAMP LOCATION	BOX DIMENSIONS
8.5" x 11"	Documents such as specification packages	<p>From the bottom right hand corner of the SHEET</p> <ul style="list-style-type: none"> Bottom of box is 1" up. Top of box is 3.5" up. Right side of box is 1" from right hand edge of sheet 	<p>3.3" x 2.5"</p> <p>Cover page only</p>
24" x 36"	(ARCH D)	<p>From the upper right-hand corner of the SHEET</p> <ul style="list-style-type: none"> Top of box is 3.5" down Bottom of box is 6" down 	<p>3.3" x 2.5"</p> <p>Provide dedicated space on each sheet</p>
30" x 42"	(ARCH E1)	<p>From the upper right-hand corner of the SHEET</p> <ul style="list-style-type: none"> Top of box is 3.5" down Bottom of box is 6" down 	<p>3.3" x 2.5"</p> <p>Provide dedicated space on each sheet</p>



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Fire Marshal's Office

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