



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



DATE: _____

INFORMATION	PROJECT NO.:	EXPIRATION DATE:			STATUS: Corrections			
	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-_____</p> <p>ADDRESS: _____ 333 W. OCEAN BLVD., 4TH FLOOR, LONG BEACH, CA 90802</p> <p>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	Numbers within the parenthesis () refer to the section of the applicable code. 2016 California Building Code (CBC). 2016 California Fire Code (CFC). 2016 California Electrical Code (CEC). Long Beach Municipal Code (LBMC). Health and Safety Code (HSC). Table (T). California Code of Regulations Title 19 (CCR T-19) National Fire Protection Association 13, 2016 ed (NFPA). National Fire Protection Association 72, 2016 ed.						

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. Kitchen Hood Suppression System
4. Note on plan: The current prevailing building and construction codes in the City of Long Beach as follows: The **2016** Edition of the California Building Code, **2016** Edition of the California Mechanical Code, **2016** Edition of the California Electric Code, **2016** 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. Building
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. Two 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 506.2)
 - 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 18.48.340, 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. **Identification.** When required, keys shall be clearly tagged as to the area and/or location they serve and a minimum of three separate sets shall be located within the key box. (LBMC 18.48.350, CFC 506.1.3)
5. **Gates.** Vehicular or pedestrian gates obstructing required fire access shall be provided with locking

devices and/or over-ride mechanisms, which have been approved by the Chief of the City of Long Beach. (LBMC 18.48.350, 506.1.4)

6. 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 nonseparated 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 508.2.3)

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 Section 803 of the California Building code. 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 CFC 803.6.1 (1,2,3 or 4)
4. Foam plastic materials shall not be used as interior wall and ceiling finish unless specifically allowed by CFC 803.8.1 or 803.8.2.
5. Foam plastic shall be allowed for trim in accordance with CFC 804.2.
6. High-density polyethylene (HDPE), when used as an interior finish, shall comply with CFC 803.1.2. (CFC 803.9)
7. Site fabricated stretch systems shall comply with the requirements of CFC 803.1.1 or 803.1.2. (CFC 803.10)
8. 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 807.4)
9. 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. An approved automatic sprinkler system is required throughout the (entire building) (fire area) where the (building) (fire area) contains the following: (CFC 903.2)
 - a. Has a(n) _____' occupancy; and/or

- b. Has a fire area over _____ sq. ft.; and/or
 - c. Has over _____ occupant load.
2. Fire area. Partial automatic sprinkler systems are not allowed. Where automatic sprinkler systems are required to be installed by this section, or by any other sections in this code, or any nationally recognized standards, or electively installed throughout the entire building, unless a fire wall, with no door or window openings, is constructed per the California Building Code Section 706 to separate the building or fire areas. (LBMC 18.48.430)
3. An *automatic sprinkler system* shall be provided containing an **ambulatory care facility** when either of the following conditions exist at any time:
- a. Four or more care recipients are incapable of self-preservation, whether rendered incapable by staff or staff has accepted responsibility for care recipients already incapable.
 - b. One or more care recipients who are incapable of self-preservation are located at other than the *level of exit discharge* serving such a facility. (CFC 903.2.2)
4. Portable fire extinguishers shall be installed in new and existing Group B occupancies. (CFC 906)
5. 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, 567 (a) through (k))
6. Size and distribution of portable fire extinguishers shall be in accordance with CFC 906.3.1 through 906.3.4.
7. For purpose of CFC 907 fire walls and fire barrier walls shall not define separate buildings. (CFC 907.1.4)
8. A manual fire alarm system shall be installed in Group B occupancies where one of the following conditions exist:
- a. The combined occupant load of all floors is 500 or more.
 - b. The B occupant load is more the 100 persons above or below the lowest level of exit discharge.
 - c. The fire area contains a ambulatory health care facility.
 - d. Group B occupancies containing educational facilities, see CFC 907.2.2.2.
9. 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 layout of fixtures, furniture, appliances, and /or equipment layout on floor plans. Maintain a minimum clear width of 36 inches. Floor plans with exit width shall be not less than permitted by CBC 1005. The net dimension (clear width) shall be used in determining exit width. (CFC 1004.2)
 3. In a two-story building, two exits or more are required when occupant load exceeds 30 or, common path of egress travel exceeds 75'. (CFC T-1006.3.2, CFC T-1006.3.2(2)..
 4. The number of exits shall comply with CFC -1006.2.1, T-1006.3.1 and T-1006.3.2.
 5. In single-story buildings, two or more exits are required when criteria in CFC T-1006.2.1, T-1017.2, T-1006.3.1 or T-1006.3.2 are exceeded. (CFC 1006)
 6. Two exits or more are required when the occupant load of a room or space exceeds the criteria in CFC T-1006.2.1 or T-1017.2 (CFC 1006 and 1017)
 7. When two exits are required from a building or area, they shall be separated by one-half (one-third if sprinklered throughout) the diagonal dimension of the building or area served. (CFC 1007.1.1))
 8. Travel distance to reach an exit shall not exceed that allowed in CFC T-1017.2.
- I. AISLES**
1. Aisles serving as portion of the exit access in the means of egress system shall comply with requirements of CFC 1018.
 2. In Group B occupancies, the minimum clear aisle width shall be determined by Section 1005.1 for the occupant load served, but shall not be less than 36 ". Exception: Nonpublic aisles serving less than 50 people and not required to be accessible by Chapter 11 of the CBC need not exceed 28" in width.

(CFC 1018.3)

J. CORRIDORS

1. Corridors shall be fire-resistance rated in accordance with Table 1020.1. The walls shall comply with CFC 709 for Fire Partitions. (CFC1020.1)
2. Corridor width shall be not less than (96") (72") (44") (36"). (CFC 1020.2)
3. In fully sprinklered office buildings, corridors may lead through enclosed elevators lobbies, provided all areas of the building have access to an exit, without passing through an elevator lobby. (CFC 1020.6 EXCEPT 3)
4. Dead end corridors shall not exceed 20' (50') in length. (CFC 1020.4)

K. 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 1010.1.1)
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 1010.1.2.1)
3. In buildings with Group B 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
 - c. The use of the key-operated locking device is revocable by the building official for due cause. (CFC 1010.1.9.3)
4. Revolving, sliding or overhead doors shall not be used as exit doors. (CFC 1010.1.2)
5. Show that power operated doors are capable of being manually opened to permit exit travel in the event of a power failure. (CFC 1010.1.4.2)
6. 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 1010.1)

7. 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)
8. 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)

L. STAIRWAYS

1. Stairs shall have a min. width of 44" (36"). (CFC 1011.2)
2. Door swinging over landing shall not reduce the width by more than 7" when fully open. When serving 50 or more, the door in any position shall not reduce the required width to less than one-half. (CFC 1011.6)

M. OTHER COMPONENTS

1. Where an egress court serving a building or portion thereof is less than 10' in width, the egress court walls shall have not less than 1-hr. fire-resistance-rated construction for a distance of 10' above the floor of the court. Openings within such walls shall be protected by opening protectives having a fire protection rating of not less than 3/4 hour. (CFC 1028.4.2)
2. Note on plans: The means of egress system shall be illuminated with at least one foot candle at the floor level (CFC 1008.2.1)
3. Show two sources of power for means of egress, when two or more exits are required. (CFC 1008.3)
4. Provide a separate source of power for exit sign illumination. (CFC 1013.6.3)
5. Exit signs are required when 2 or more exits are required. Show location of all exit signs. (CFC 1013.1)
6. Provide a door and window schedule. Show type, size, and hardware.



N. 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: 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)
3. Note on plans: Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container. (CFC 3304.2.4)
4. Note on plans: Operations involving the use of cutting and welding shall be done in accordance with Chapter 26. (CFC 3304.6)
5. 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.
6. 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.
7. 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.
8. Note on plans: Rear exit doors shall be provide with signage stating, EXIT DOOR DO NOT BLOCK.
9. Note on plans: Provide a readily visible durable sign above the main entrance door stating THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED.
10. Note on plans: Provide a Knox Box or update keys.
11. Note on plans: Deferred Submittals; Plans shall be submitted under separate permit to fire plan check for the following:
 - Fire Sprinkler Systems
 - Fire Alarm Systems
 - Fire Hood Suppression
 - C02 System

O. ADDITIONAL WRITTEN COMMENTS

No.	Comment	Code Sec. No.