



CITY OF LONG BEACH

COMMUNITY DEVELOPMENT DEPARTMENT
411 West Ocean Blvd 2nd Floor, Long Beach CA 90802

FIRE PLAN REVIEW CHECKLIST – GROUP S TI

Date:

Project Name:

Address:

Permit Number:

Plan Reviewer: [@longbeach.gov](mailto:longbeach.gov); (562)570-

The plans submitted for the project referenced above have been reviewed. The information or corrections identified below are needed to demonstrate compliance with 2022 California Building and Fire Codes (CBC/CFC), CCR Title 19, Title 18 of the Long Beach Municipal Code, adopted standard and policies, and best practices utilized by The City of Long Beach.

A. ADMINISTRATION (Permits that begin with the letter “B”)

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 corrections.

- Resubmittal of corrected plans, documents and calculations shall incorporate or address all required corrections from email correspondences, redlined plans and this plan check corrections document. Provide a separate written response to each correction comment and show where and how it has been addressed. Cloud all corrections to the plans; Identify the sheet number and detail or reference note on the corrected plans that show where corrections have been made. Time spent searching for corrections will delay the review and approval process. Refer to email instructions for resubmittal of PDF’s and documents.
- Should you have any questions or need clarification pertaining to correction comments made on your project, you may contact the plan check staff that reviewed your plans via email and/or telephone from 7:30am to 4pm; Monday – Friday.
- Resubmit via email directly to the plan checker that sent you the corrections. We will ensure that the resubmitted documents will proceed as expeditiously as possible. If an impasse is reached during the recheck, you may request that the plan check supervisor be summoned for a 2nd opinion or to attempt to resolve and/or clarify the matter.
- Do not resubmit your corrected construction documents until all applicable city departments and/or agencies have completed their corrections.

- Major revisions to approved plans that necessitate additional review time may be subject to resubmittal and additional plan check fees as authorized by Section 18.06.030 of the Long Beach Municipal Code.
- Reviewed plans and/or calculations not addressed past the expiration date of the permit application will require a new permit application form if you want to continue with the permit.
- Pursuant to LBMC Section 18.04.060 and as amended by City Council Resolution, the plan check for your project shall expire after one (1) year and six (6) months from the date the plan check fees were paid to review your project. The plan review for your project will expire on _____. If the plan review for your project is expired, no permit will be issued. A new plan check for your project along with new plan check fees will be required to continue the project. Prior to plan check expiration, the Building Official may consider granting an extension of time not to exceed one hundred eighty (180) days when justifiable cause is demonstrated. For additional information, please refer to the “Plan Check Extension Request Form” located on our department website at longbeach.gov/lbds/forms.
- The final set of construction documents must be stamped by the following department/bureau/agency:
 - Fire Plan Check
 - Planning Bureau
 - Long Beach Utilities, Water Division
 - Health Department
 - Building & Safety Bureau
- The address of the project and the name/address of the owner/applicant are required on the first sheet or title sheet of the construction documents.
- Provide complete engineer and architect information on the first or title sheet of the construction documents.
- Provide a building data section.
 - Scope of work, clearly identify on the plans all areas of work
 - Occupancy classification (CBC Chapter 3)
- Remove all plans, details or notes that do not pertain to the project from the final set of construction documents.
- 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 § 106.2.1)

- One final electronic set of construction documents will be required during permit issuance. Construction documents must be:
 - Clear electronic .pdf drawings with no background color
 - Scaled floor plans, including north reference
- When all required approvals are obtained, the permit application must be signed by the licensed contractor, or authorized agent at the time the permit is to be issued.

B. CHECKLIST

GENERAL

1. Each sheet of 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.
2. 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 Chapter 5)
 - 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. _____
3. Note on plan: The current prevailing building and construction codes in the City of Long Beach as follows: The 2022 Edition of the California Building Code, 2022 Edition of the California Mechanical Code, 2022 Edition of the California Electric Code, 2022 California Fire Code, Title 19 California Code of Regulations and Title 18 of The Long Beach Municipal Code.

4. Note on plans: Deferred Submittals; Plans shall be submitted under separate permit to fire plan check for the following:
 - a. Fire Sprinkler Systems
 - b. Fire Alarm Systems
 - c. Fire Suppression Systems for commercial cooking
 - d. Refrigerant Detection Systems
 - e. Beverage CO2 leak detection systems
5. Provide section views(s)
6. Note on plans: Combustible debris, rubbish and waste material 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 § 3305.2.1; 3305.2.21)
7. Note on plans: Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container. (CFC § 3305.2.4)
8. Note on plans: Welding, cutting, open torches, and other hot work operations and equipment shall comply with Chapter 26. (CFC § 3305.6)
9. 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.
10. Note on plans: Labeling. Doors into Fire Alarm control panel rooms shall be marked with a plainly visible and legible sign stating *FIRE ALARM CONTROL UNIT* or similar approved wording.
11. Note on plans. 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. Doors into electrical control panel rooms shall be marked with a plainly visible and legible sign stating ELECTRICAL ROOM or similar approved wording. (CFC § 603.4)
12. Note on Plans – Address identification. New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetic letters. Numbers shall not be spelled out. Each character shall not be less than 4 inches (102 mm) high with a minimum strike width of ½ inch (12.7 mm). (CFC § 505.1)

13. Note on Plans – Rear address numbers. All buildings on the property of 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 §18.48.330 (CFC §505.1.1))
14. Note on plans – Address illumination. Address numbers on the street or road frontage of the building shall be internally or externally illuminated. In addition, buildings on the Long Beach Airport property shall have the rear address numbers internally or externally illuminated, in addition to the street or road frontage addresses. (LBMC § 18.48.330 (CFC 505.1.2))
15. Note on Plans – Key Boxes. 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)
16. Note on Plans – Key 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 § 18.48.340 (CFC § 506.1.3))
17. Note on Plans – 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 Fire Code Official. (LBMC § 18.48.340 (CFC §506.1.4))

USE AND OCCUPANCY

1. Specify on the 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 Table 509.1.
 - 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 total nonseparated occupancy area.
 - c. The adjoining nonseparated uses must be clearly identified on all floor plans, including the boundary of such areas.

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 Table 508.4.
 - b. Required separations shall be fire barriers constructed in accordance with Section 707 or horizontal assemblies constructed in accordance with Section 711, or both, so as to completely separate adjacent occupancies. No fire partitions allowed. (CBC § 508.4.4.1)

5. Where mixed occupancy buildings contain accessory occupancies, the aggregate accessory occupancy shall not occupy more than 10 percent of the floor area of the story in which they are located and shall not exceed the tabular values for non-sprinklered buildings in Table 506.2 for each such accessory occupancy. (CBC § 508.2.3)

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.

FIRE PROTECTION SYSTEMS

1. An automatic sprinkler system shall be provided containing a Group **S** occupancy in accordance with CFC § 903.2.9 & 903.2.10.
2. A minimum of one 2A 10-B.C portable fire extinguisher 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, CFC § 906.3 (a) through (k)). Show on plans.
3. A minimum of one 40B fire extinguisher shall be provided and conspicuously located along normal paths of travel and within 30 ft. travel distance. (CCR, Title 19, Division 1, Section 569, Table 3)
4. Size and distribution of portable fire extinguishers shall be in accordance with CFC § 906.3.1 through 906.3.4.
5. For the purpose CFC § 907, fire walls and fire barrier walls shall not define separate buildings. (CFC § 907.1.4)

6. A manual fire alarm system that activates the occupant notification system in accordance with Section 907.5, shall be installed in Group **S** public and self-storage occupancies three stories or greater in height for interior corridors and interior common areas. Visible notification appliances are not required within storage units. (CFC § 907.2.10)
7. Where the provisions of this code require that a building or portion thereof be equipped throughout with an automatic sprinkler system in accordance with this section, sprinklers shall be installed throughout in accordance with NFPA 13 as amended in Chapter 80 except as provided in Sections 903.3.1.1.1 through 903.3.1.1.3. (CFC § 903.3.1.1)
8. An approved fire alarm system installed in accordance with the provisions of this code and NFPA 72 shall be provided in new buildings and structures in accordance with Sections 907.2.1 through 907.2.29 and provide occupant notification in accordance with Section 907.5, unless other requirements are provided by another section of this code (CFC § 907.2)

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., in accordance with CFC Chapter 10.
2. Show layout of fixtures, furniture, appliances, and/or equipment layout on floor plans. Maintain a minimum clear width of 36 inches. Means of egress sizing shall be not less than permitted by CBC § 1005.
3. Two exits or exit access doorways from any space shall be provided where the design occupant load or common path of egress travel distance exceeds the values listed in Table 1006.2.1. (CFC § 1006.2.1)
4. The number of exits shall comply with CFC Section 1006.
5. When two exits, exit access doorways, exit access stairways or ramps, or any combination thereof, are required from any portion of the exit access, they shall be placed a distance apart equal to not less than one-half of the length of the maximum overall diagonal dimension of the building or area to be served measured in a straight line between them. (CFC § 1007.1.1)
6. Exit access travel distance to reach an exit shall not exceed that allowed in CFC Table 1017.2.

7. 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 § 1029.3)
8. The means of egress system shall be illuminated with at least one foot candle at the walking surface. (CFC § 1008.2.1)
9. Show two sources of power for means of egress illumination, when two or more exits are required. (CFC § 1008.3)
10. Exit signs shall be illuminated at all times. To ensure continued illumination for a duration of not less than 90 minutes in case of primary power loss, the sign illumination means shall be connected to an emergency power system provided from storage batteries, unit equipment or an on-site generator. (CFC § 1013.6.3)
11. Exit signs are required where two or more exits are required. Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. The path of egress travel to exits and within exits shall be marked by readily visible exit signs to clearly indicate the direction of egress travel in cases where the exit or path of egress travel is not immediately visible to the occupants. Show the location and type of all exit signs. (CFC § 1013.1)

DOORS

1. Each leaf of door in the means of egress shall provide 32" clear opening and a min. height of 80", 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 Group H occupancies shall swing in the direction of egress travel. (CFC § 1010.1.2.1)
3. Main exit 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 THIS SPACE 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 § 1010.2.4, #3)
4. Egress doors shall be of the side-hinged swinging door, pivoted door or balanced door types. 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 § 1010.3.2)
6. Doors in the means of egress 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 in any position shall not reduce the required width by more than one-half. When fully open, doors shall not reduce the required width by more than 7 inches. (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.
9. See attached *Lbfd Door Locking Hardware Requirements* document and add to the plans.
10. Provide a door hardware schedule for all doors and include the following notes:
 - a. (E) Existing door hardware. If existing door hardware complies with the *Lbfd Door Locking Hardware Requirements*, put an image of the hardware on the plans
 - b. (N) New door hardware
 - c. Identify the main entrance door
 - d. Identify each required exit door
 - e. If only one exit door is required, but two or more are provided voluntarily, call out on plans.
 - f. Panic hardware shall not have any additional locking or latching devices.
 - g. Identify any security gates
11. Rear exit doors shall be provided with signage stating, EXIT DOOR DO NOT BLOCK. (CFC § 1003.6, 1032.2, 1032.2 & 1032.3)

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.

Revised: 4/7/25