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FIRE CHIEF**

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FIRE INDUSTRY BULLETIN 2016-005

SCOPE

New plan submittal checklist for contractors, engineers, and other stakeholders.

PURPOSE

The purpose of this industry bulletin is to notify applicable stakeholders of the upcoming requirement to complete a Plan Submittal Acceptance Checklist (FPD-F-29A) for submission with all plan submittals.

BACKGROUND

As noted in the *California Fire Code (CFC)*, the fire code official has the authority to formulate policies they deem necessary based upon local conditions related to plan submittals for all systems, including fire sprinkler systems.

The City of Fresno Fire Department (Department) has been in receipt of permit applications, which include plans, and the submittals have been found to be deficient for basic requirements such as:

1. Failure to provide an official City of Fresno (or contract service area) address on the plans.
2. Failure to provide the minimum amount of information on the plans as required by adopted codes and referenced standards.
3. Failure to provide submittal booklets for all equipment.

Unfortunately, the lack of proper preparation of applications and plans continues to consume an excessive amount of fire department staff time, in turn, causing delays for other projects and firms which have prepared their submittal applications properly.

In some cases, the Department has begun requiring firms which have demonstrated an inability to properly prepare applications to have their applications reviewed by an approved, third party, State of California registered, Fire Protection Engineer (FPE) or technical specialist (TS) prior to submittal to the Department.

“To protect and put service above all else.”

To attempt to eliminate some of the most common errors noted above, the Department will begin requiring firms to complete the attached Plan Submittal Acceptance Checklist (FPD-F-29A) to their permit applications prior to submittal to the Department.

INFORMATION

Beginning September 19, 2016, all firms shall complete the attached checklist and submit it with their plans, submittal booklet, and other permit application paperwork with any plan, prior to the submittal of an application to the Department. Plan submittals will not be accepted by the Department without a completed Plan Submittal Acceptance Checklist attached to the submittal.

This notice is effective September 15, 2016.