



2020 -2023 FIRE SPRINKLER SUBMITTAL CHECKLIST

This submittal checklist is required with your plan submittal. All applicable sheet #'s must be identified in the columns provided along the right side and will be used to ensure enough detail is included before the City accepts for review.
APPLICANT SIGNATURES REQUIRED ON PAGE 4 & 5

All construction drawings shall comply with the minimum requirements of the following codes effective January 1, 2020
PLEASE NOTE: THE CITY OF SOUTH LAKE TAHOE IS DESIGNATED AS VERY HIGH FIRE HAZARD SEVERITY ZONE

2019 California Building Code (CBC)	2019 California Fire Code (CFC) and NFPA Standards
2019 California Plumbing Code (CPC)	2019 Residential and Non-Residential Energy Standards (T24)
2019 California Mechanical Code (CMC)	2019 CAL Green
2019 California Electrical Code (CEC)	City Ordinances and State Laws

DIGITAL PLAN REVIEW SUBMITTAL REQUIREMENTS

All submittals must be complete and correct or they will be rejected during the processing stage.
[Dropbox](#) and/or [Google Drive](#) links are encouraged if the submittal includes large file sizes

PDF Submittals must be complete with all Files Named (as shown below in red) and emailed in a single email to:

PlanSubmittal@CityofSLT.US

Submittals can also be hand delivered to the building department on a Single Flash Drive or CD.

Applicant Use:

Included N/A

Project Intake Completeness Checklist

Staff Use Only:

Included Missing

PDF #1 - All City Applications & Checklists combined in (1) single PDF

File to be Named: Address_Permit#_PC1_CityApplications

PDF # 1 - Application

_____	_____	Residential Project Building Permit Submittal Checklist	This Form	_____	_____
_____	_____	Permit Worksheets	Page 4 & 5 on this form	_____	_____
_____	_____	Credit Card Authorization Form	Page 6 on this form	_____	_____

PDF #2 - All plan sheets combined and in order in (1) single PDF

File to be Named: Address_Permit#_PC1_Plans

PDF#2 - Plans

_____	_____	100% Complete Construction Drawings and Specifications, cross-referenced and coordinated among all disciplines		_____	_____
-------	-------	--	--	-------	-------

PDF #3 - Supporting Documents in 1) single PDF with cover page (use link below)

File to be Named: Address_Permit#_PC1_SupDocs

PDF #3 Supporting Documents

_____	_____	Cover Sheet for Supporting Documents (filled out by applicant)	Click here for link	_____	_____
_____	_____	Hydraulic Calculations		_____	_____
_____	_____	Product Cutsheets: Make, manufacturer, type, heat-response element, temperature rating, and nominal orifice size of the sprinkler and K-factors, sprinkler head specs, antifreeze		_____	_____
_____	_____	South Tahoe Public Utility District (STPUD) Letter of Approval or stamps on plans (if applicable) *Or other Lukins, Lakeside, etc.	Click here for link	_____	_____
_____	_____	Hazardous material declaration: List type & quantities of chemicals stored on site.		_____	_____

Construction Document Completeness Checklist - Sheet Numbers to be Completed by Applicant

SPECIFIC PLAN SHEET INFORMATION

1 GENERAL INFORMATION: (cover sheet)	Sheet #
Project name & address, as well as project owner's name, address and phone number	
Name, title, address, phone number of design professional	
Current applicable codes	
Occupancy group(s) and type of construction, fire sprinklers	
Equipment Legend	
The type of system is noted: __ wet, __ dry, __ antifreeze not exceeding 40 gals., __ pre-action, and o type of sprinklers are noted: __ pendent, __ upright, __ sidewall,	
Site Plan with hot box locations and backflows (if applicable)	
Declaration that the design standard is based on current CA adopted NFPA Standards and Identify Which Standard	
Detailed description of scope of work and pages numbered (x of y)	
Index of drawings	
Stamp & wet signature of design professional (all sheets)	
2 DESIGN CRITERIA and HYDRAULIC CALCULATIONS	Sheet #
System components are listed for intended use and compatible with the system and equipment data sheets must be provided as supplemental documents or incorporated into plan sheets	
Pipe diameters matches the plans -	
Piping shall be sized using hydraulic calculation procedures in accordance with applicable NFPA Standards	
Include in calculations: static PSI, pipe length, GPM, calculated K-for for riser nipples or drop nipples, elevation data, hose allowance, friction loss, and equivalent pipe length	
3 Sprinkler Plans	Sheet #
Sprinkler plans shall provide a plan of each floor	
Ceiling construction of each floor	
Location of partitions of each floor	
Occupancy of each area or room of each floor	
Location and size of concealed spaces, attics, closets, and bathrooms of each floor	
Any small enclosures in which no sprinklers are to be installed of each floor	
Size of the utility supply main in the street, pressure, whether dead-end or circulating and, if dead-end, the direction and distance to the nearest circulating main	
Make, manufacturer, type, heat-response element, temperature rating, and nominal orifice size of the sprinkler and K-factors	
Temperature rating and location of high-temperature sprinklers	
Number of sprinklers on each riser, per floor	
Kind and location of alarm bells	
Type of pipe and fittings	
Type of protection for nonmetallic pipe	
Nominal pipe size with lengths shown to scale	
Location and size of riser nipples	
Types of fittings and joints and the locations of all welds and bends	
All control valves, check valves, drain pipes, and test connections	
Underground pipe size, length, location, weight, material, and point of connection to the city main; type of valves, meters, and valve pits; and depth at which the top of the pipe is laid below grade In the case of hydraulically designed systems, the material to be included on the hydraulic data nameplate	
Sprinklers are rated for ordinary temperature (135°F-175°F) when ceiling temperature does not exceed 100°F, Sprinklers installed where maximum ambient ceiling temperatures are between 101°F and 150°F (39°C and 66°C) shall be intermediate temperature-rated sprinklers unless modified by NFPA	

	NFPA standards due to distance of sprinklers from heat sources	
	Antifreeze systems are detailed and designed in accordance with NFPA standards	
	Title 24 CFC 903 - All water supply valves and flow switches are supervised,	
	Title 24 CFC 903 / NFPA - Exterior flow alarm location is shown, and the type identified, if electric, it is listed for outdoor use, and connected to the building fire alarm, if provide	
	Title 24 CFC 903- Backflow prevention device, is shown in the pipe schematic, listed specification sheet and pressure loss data is provided	
4	PIPE SUPPORT and HANGERS	Sheet #
	Type and locations of hangers, sleeves, braces, and methods of securing pipe are shown	
	Pipe Support and Hangers are in Accordance with NFPA standards	
	Pipe hanger spacing in compliance with applicable NFPA Tables	
	Branch lines show one hanger per section of pipe, exceptions are listed	
	Branch lines show one hanger per section of pipe, exceptions are listed	
	Risers in multistory buildings show supports at the lowest level, each alternate	
5	DRAINS and TEST CONNECTIONS	Sheet #
	Drain with a valve is detailed as being on the system side of the control valve	
	Each portion of trapped dry system piping that is subject to freezing is provided a ½ in. drain	
6	SEISMIC BRACING	Sheet #
	Seismic Bracing in accordance with NFPA standards California Fire Code Chapter 9.	
	Flexible couplings may be used for pipe 2½ in. or larger in accordance with NFPA standards	
	Seismic separation assembly for piping is provided at building seismic joints	
	Detail proper pipe clearance is noted on the plans for pipe penetrations in walls, floors, platforms or foundations, Minimum clearance is in accordance with NFPA standards	
	Detail fire resistive assembly's penetration treatments and specify what products are to be used for pipe penetrations in walls, floors, platforms, etc.	
	Detail lateral sway bracing is required at a maximum spacing for all feed and cross mains, and branch lines 2½ in. and larger	
	Seismic bracing calculations are detailed and provided for each brace to be used as shown in NFPA	
7	FIRE DEPARTMENT CONECTIONS and OTHER REQUIRED DETAILS	Sheet #
	At least one fire department connection is provided for buildings accessible by a fire department that exceed 2000 ft2 (186 m2) or are more than a single story.	
	FDC is provided a connection that is at least a 1½ I for res ##' for commercial	
	Title 24 CFC 912.2 - The FDC location is detailed on the street side or response side of building or as approved by the fire official, and when connected to the water supply it will not obstruct emergency vehicle access to the building	
	Fire sprinkler system shall be monitored by the fire alarm system with central alarm supervision	

I verify that I am submitting all the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application being rejected and/or may extend the length of time needed to review the project.

Applicant (Applicant Representative) Name Print: _____

Signature: _____

Date: _____