



Cosumnes CSD Fire Department
Contractor Information

- I Scope** - This Handout applies to all general contractors who perform construction projects within the Cosumnes CSD Fire Department fire district comprising of the City of Elk Grove, the City of Galt, and parts of the County of Sacramento.
- II Purpose** - The purpose of this Handout is to provide general contractors with Cosumnes CSD Fire Department requirements so that final occupancy deadlines can be met with as few problems as possible.
- III Plans**
1. Fire Department approved civil, architectural, fire protection, kitchen hood fire suppression, fire alarm and other related construction drawings shall be available on site during inspections. Work without approved construction drawings will result in a Stop Work Order being issued. Construction drawings are not considered “approved” unless they have a fire department approval and “JOB SITE COPY” stamp on them. Please do not confuse the approved building department construction drawings with the approved fire department construction drawings.
 2. The following construction drawings require a separate submittal to the fire department with fees.
 - a. Architectural plans
 - b. Civil plans
 - c. Underground fire service plans (if the civil plans show the underground fire service terminating 5 feet from the foundation, an additional submittal shall be submitted for the riser connection stub-in)
 - d. Fire alarm plans
 - e. Fire sprinkler plans
 - f. Gate plans (any motorized or manual gate across a fire lane)
 - g. Kitchen hood extinguishing systems
 - h. Above ground flammable liquid storage or LPG tank plans
 - i. Pool plans
 - j. High piled or rack storage
 - k. Hazardous Materials storage/use
 - l. Spray booths
 - m. Medical gas systems
 - n. Underground LPG tanks

3. All fire department plan submittals shall be submitted and picked up at the Cosumnes CSD Fire Department Fire Prevention intake counter located at 10573 East Stockton Blvd., Elk Grove, CA 95624, Monday through Friday from 8 a.m. to 5 p. m. excluding holidays and the noon lunch hour. For plan intake related questions, please call (916) 405.7111 Please have the project name, address, and permit number available when you pick up construction drawings.
4. Any changes to the approved construction drawings require approval. Contact the area inspector to determine whether resubmittal is necessary. As-built drawings and a CAD formatted CD of the architectural drawings shall be submitted to the Fire Department prior to final inspection.
5. For projects such as shopping centers where there will be multiple submittals, each submittal shall be labeled on the plan review application with the name of the project so that all submittals associated with a specific project can be tracked and forwarded to the appropriate inspector.
6. Plan reviews are conducted within 15 business days. Resubmittals take precedence over first time submittals and are conducted within 10 business days.
7. If your construction schedule cannot accommodate the 15 business day target date construction drawings can be “expedited” for an additional \$235/hr (two hour minimum based upon fee schedule in effect 1/21/2016). Please note that expedites are completed on an overtime basis and therefore the completion time is determined by the inspector’s off duty schedule.

IV Inspections

1. Always call the inspection hotline (916.405.7117) and not your area inspector for an inspection request. When calling for an inspection, include the following information in your message: address of project, name of project, permit number, type of inspection requested, date inspection is requested, name and phone number of person calling. Inspections are not scheduled until an inspector returns your call to confirm the date and time.

2. Partial inspections (I.E. sprinklers installed in a hard lid ceiling whereby pipe will be inaccessible after the ceiling is installed) will require an additional inspection fee.
3. Most new building projects will require the following inspections:
 - a. Underground hydro/visual
 - b. Underground flush
 - c. Overhead hydro/visual
 - d. Final (final inspection will include a final sprinkler visual inspection and test of the fire alarm system)

More inspections may be required depending on the scope of work.

4. A minimum 48 hours notice is required for all inspections. The 48 hours notice begins upon retrieval of your inspection request message at 7:00 a.m. each business day, excluding holidays. If you need an inspection for a vital deadline, call more than 48 hours in advance.
5. Underground fire service piping shall have all joints and thrust blocks exposed for inspection. No exceptions. Only the amount of leakage permitted by NFPA 24 10.10.2.2.4 will be permitted. It is the contractor's responsibility to prove that leakage does not exceed the permitted amount.
6. Aboveground fire sprinkler piping shall not be covered until hydrostatically tested and visually inspected. This includes the installation of insulation and ceiling tiles that may cover fire sprinkler hangers and fasteners. Insulation and ceiling tiles causing obstruction of the fire sprinkler visual inspection will be required to be removed.
7. Reinspection fees are \$250/hr (based upon fee schedule in effect 1/21/2016).

V Emergency Contact Information

1. Provide the name and phone number of an emergency contact person on the construction trailer door. This way we can contact you should a construction related emergency arise after hours.

VI Fire Access and Fire Hydrants

1. Paved all-weather fire access capable of supporting 65,000 GVW (95% compaction) and fire hydrants shall be installed and in service prior to any combustible construction materials being brought on site. This includes wood for roofs of concrete tilt-up buildings. This means that the underground fire service must be installed, inspected, and hydrostatically tested prior to combustibles being placed on site. The only exception to this is wood foundation framing material.
2. No parking in fire lanes is enforced during construction. Parking in front of a fire hydrant or designated fire lane is a \$100 fine.
3. Fire hydrants that are not in service shall be covered with a black plastic bag. Hydrants in service shall have plastic bags removed immediately.

VII Temporary Address (new bldg 's only)

1. A temporary sign with the site address shall be provided facing the assigned street.

VIII Temporary Certificate of Occupancy

1. TCO is granted on a case by case basis. However, the rule of thumb is that if the following items are completed and pass inspection a TCO may be granted:
 - A. Exiting - occupants shall be able to exit all portions of the building unimpeded with no tripping hazards and working exit and emergency lighting.
 - B. Fire sprinklers - sprinklers shall be installed, hydrostatically tested, visually inspected, and placed in service.
 - C. Fire alarm - the fire alarm shall be installed, tested, and connected to a central station for 24 hour monitoring.
2. All three of the above items shall be addressed for the entire building. No partial TCO's are granted. The entire building must be ready for occupancy in order to obtain TCO.
3. Buildings granted temporary occupancy must correct all outstanding deficiencies within the time frame granted by the fire inspector. Failure to

correct all deficiencies within that time frame will result in the TCO being withdrawn.

IX Final Occupancy Inspection

1. Projects cannot be “Finaled” until ALL construction is complete and all fire protection systems tested and placed in service.
2. Do not call for a final inspection until all construction is complete.
3. Please refer to the Final Occupancy Inspection Checklist for a list of items that will be inspected at final occupancy inspection.
4. Please refer to the Fire Alarm Acceptance Testing Checklist for a list of items the fire alarm contractor must complete for the fire alarm acceptance test.
5. Please schedule the final inspection at least a week prior to the anticipated move-in date of building occupants so that there is sufficient time to correct deficiencies and schedule a reinspection prior to that move-in date. For larger projects, two or more weeks is recommended.
6. Contractor’s Material and Test Certificate for Underground Pipe and Contractor’s Material and Test Certificate for Aboveground Pipe are both required from the appropriate contractor prior to final.
7. As Built plans shall be submitted to the fire department with along with a CAD formatted disk.
8. Fire Alarm Record of Completion is required prior to final.

X Permit Cards

1. Permit cards are to be maintained on the job site at all times.
2. Permit cards document what inspections have been completed. Therefore, make sure that the inspector signs off all completed inspections prior to leaving the job site.

XI Fire Extinguishers

1. Extinguishers shall be mounted prior to final inspection.
2. If you are unsure as to the location of fire extinguishers please refer to your approved Fire Department construction drawings marked “Job Site Copy” and consult with your fire inspector. The following guidelines will assist you in determining an appropriate location:

- A. Locate extinguishers near an exit so in event of a fire, occupants are headed in the direction of the exit.
 - B. Do not place extinguishers in heavy traffic areas or narrow hallways where delivery hand trucks are likely to hit the extinguisher and knock it off the wall.
 - C. Do not place extinguishers in areas subject to vandalism or tampering from children.
 - D. There shall be a minimum of one 2A:10BC fire extinguisher for every 3,000 square feet of floor area.
 - E. There shall be no more than 75 feet travel distance to the nearest fire extinguisher.
 - F. Extinguishers shall be mounted with the top between 3 and 5 feet above the floor.
 - G. If the extinguisher is not clearly visible a sign may be required.
4. Fire extinguishers purchased from stores such as Home Depot do not come with a State Fire Marshal's servicing tag. For those extinguishers with only the year of manufacture stamped on the cylinder, on January 1st of the following year the extinguisher must be serviced by a state licensed fire extinguisher contractor. For those extinguishers with a month and year of manufacture stamped on the cylinder, one year after the date of manufacture the extinguisher shall be serviced by a state licensed fire extinguisher contractor.

XII Knox Boxes

- 1. Knox Boxes shall be installed 6 feet above grade adjacent to the Fire Control Room door.
- 2. The Knox Box shall contain keys to the Fire Control Room, Fire Alarm Control Panel and manual pull station (if necessary to silence/reset), exterior access doors, and post indicator or OS&Y valve lock.
- 3. Keys to all interior rooms/suites are recommended.
- 4. All keys shall be labeled with a key tag. Do not label keys by writing on them with a marker.

XIII Door Hardware

1. Thumb turn deadbolts are not permitted on any door unless they are the type that is interconnected with a lever so that the deadbolt retracts when the lever is pushed down. This is known as “single action” hardware - the door can be unlocked and unlatched with a single downward motion.
2. Only the following types of door hardware are permitted:
 - A. Round knob type typically seen in homes - must be the type that is openable from the inside without a key when the door is locked.
 - B. Lever type - must be the type that is openable from the inside without a key when the door is locked.
 - C. Panic hardware
3. The only exception to the three types of door hardware listed above is:

Buildings housing Group A having an occupant load of 300 or less, Groups B, F, M and S and in places of religious worship, the main exit doors may have a double sided key deadbolt when accompanied by a sign over the door stating “This Door To Remain Unlocked When Building is Occupied” and the locking device is readily distinguishable as being in the locked position. Only ONE door may have a double keyed deadbolt. Therefore, only one door in an entire building may have hardware on it that requires a key to exit. For buildings with multiple tenants having no common exits, each separate tenant space may have its own main exit utilize a double keyed deadbolt.

XIV Codes - The following Code editions are enforced by Cosumnes CSD Fire Department:

1. 2010 California Building, Fire, Electrical, and Mechanical Codes
2. 2010 NFPA 72 (for fire alarms)
3. 2010 NFPA 13 (for fire sprinklers)
4. City of Elk Grove Fire Code Ordinance No. 27-2010
5. County of Sacramento Fire Code SCC-1378
6. City of Galt Fire Code Ordinance No. 2010-12
7. California Code of Regulations Title 19 - State Fire Marshal’s Regulations
8. Other NFPA Standards as adopted by reference.

XV Appeals Process

1. The following process is to be followed when disagreements over code interpretation cannot be resolved with the inspector:

- A. A letter addressed to George Apple, Fire Marshal at the Cosumnes CSD Fire Department can be faxed to (916) 685-6622 or mailed to 10573 East Stockton Blvd., Elk Grove, CA 95624 and shall include the following information:
 - 1. Identify the code requirement in question (cite the exact code section).
 - 2. Explain why you feel this requirement is being interpreted incorrectly.
 - 3. Explain how you feel this requirement should be interpreted for your situation.
 - 4. If necessary for explanation, provide scaled details and other supporting documentation.
 - 5. An hourly fee of \$190 is assessed for all appeals.

XVI Elevators

- 1. A copy of the State elevator test certificate shall be provided to the Cosumnes CSD Fire Department. Elevators meeting the ASME A17.1 construction standards may use the following exceptions for fire sprinkler and fire alarm requirements.
 - A. Verify elevator shaft is noncombustible.
 - B. Provide a letter from the elevator cab manufacturer stating that the elevator cab enclosure materials comply with ASME A17.1, Safety Code for Elevators and Escalators.
 - C. Once A and B are completed, NFPA 13, 2010 Edition, Section 8.15.5.5 permits you to eliminate the fire sprinkler at the top of the shaft. If there is no fire sprinkler at the top of the shaft, there is no requirement for a smoke detector to activate elevator recall. If there is no elevator recall, there is no requirement for a heat detector to activate the shunt trip. Finally, if there are no smoke or heat detectors at the top of the shaft, there is no requirement for a rated access door in the shaft to service the smoke and heat detectors.
 - D. In either case a fire sprinkler at the bottom of the shaft is still required.

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