PHASED PERMITTING/OCCUPANCY GUIDELINES

When Required

Phased occupancy requests are required when occupancy of one phase of a construction project is requested prior to the completion of the entire project. A fire protection engineering firm or fire protection engineer is required to develop the plan, supervise the implementation, and conduct field compliance inspections on a frequency determined necessary by the fire code official, but not less than once a week (CFC, 3308.13 as amended).

Prerequisite

Before fire department approval of a building permit for a project requesting phased permitting and/or occupancy, it is the design team's responsibility to schedule a preliminary meeting between the Fire Department and the project team. The attendees must include the owner representative, principal architect, structural engineer, mechanical engineer, electrical engineer, civil engineer, fire protection engineer, and general contractor. The project team must provide the following information at this meeting:

- A list containing the names and contact information of the owner representative(s) and the design professionals associated with the project.
- A detailed description of the entire project and the property itself.
- A site plan indicating all existing and proposed property lines, showing the project location and yards.
- A sufficient number of building floor plans, elevations, and cross-sections necessary to convey the overall scope of the project.
- A narrative of the scope of work proposed for each permit/phase. The permit/phases must conform to the requirement below. Additional permit/phases may not be added, but phases can be combined.
- A preliminary design and construction schedule; and
- Any project-specific information the project has available.

This allows the design team the opportunity to ask questions about the process and requirements and enables the Fire Department to determine the feasibility of the request(s).

Definitions

Core/Shell: A completed structure where individual commercial and/or residential tenant spaces may remain undeveloped, except for the fire-life safety systems where no "occupancy" is granted.

Failure to comply: Any person who shall continue any work after having been served with a stop-work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be punishable by a fine not to exceed one thousand dollars ($1,000.00) per the Municipal Fire and Environmental Code. The fine is determined on a case by case basis which may be a per diem charge dependent upon the severity of the violation.

Fire Clearance: This is the term used when the Fire Department has completed its review and approved all building and fire-life safety systems. It is safe for occupancy to be extended by the Community Development Department, Building Division.

Nuisance Alarm: Any alarm caused by mechanical failure, malfunction, improper installation, lack of proper maintenance, or an alarm activated by a cause that cannot be determined.

Re-Occupancy of a Building: The Community Development Department, Building Division approves re-occupancy of a building after the building is determined safe for use. While the Fire Department participates and issues a fire clearance, the Fire Department is just one of several approving departments/divisions within the City.

Temporary Certificate of Occupancy (TCO): A Temporary Certificate of Occupancy is a document issued by theCommunity Development Department, Building Division, certifying that the building is safe for occupancy/use. While the Fire Department participates and gives a fire clearance, the Fire Department is just one of several approving departments/divisions within the city.

Core & Shell Construction

The requirements outlined below are only a summary of the overall requirements. Only the design team understands what is necessary to achieve approval of Fire Clearance for their Core & Shell project.

General

1) Tenant Improvement (TI) work must not begin until the Core & Shell work has been completed and final Fire Clearance is granted by the Fire Department.

a) Failure to comply may result in the issuance of a "Stop Work" order and the phased permitting/occupancy approval being withdrawn.

2) Deferring Core & Shell work scope to a tenant improvement (TI) phase is not allowed.

3) The following statement must be noted on the Cover Sheet of all subsequent submittals. "**Tenant Improvement work must not begin until the Core-Shell work has been granted final Fire Clearance by the Fire Department"**.

Operation Permits

Site

1) Before granting Fire Clearance, all temporary equipment or apparatus used in the construction process must be removed from the construction site unless granted prior approved.

2) All Fire Department apparatus access roadways and access control methods must be installed and approved. These roadways must be free and clear at all times.

3) The private underground fire services, including but not limited to backflow prevention assemblies and fire hydrants, must be installed and approved.

4) All fire department access control measures must be installed and approved (e.g., Knox boxes,Opticom/Tomar switches).

5) Fire Department Connection (FDC) must be completed, approved, and equipped with proper signage.

6) All exterior site work that may impact egress to the public way must be completed unless granted prior approval.

7) Street signage and building addressing must be completed and approved.

8) Backflow prevention monitoring and signage must be completed and approved.

9) Before approval and issuance of Fire Clearance, all temporary equipment or apparatus used in the constructionprocess (e.g., cranes, lifts, scaffolding, and temporary utilities) must be removed from the site.

Fire Sprinkler/Standpipe System(s)

1) Fire sprinkler/standpipe system(s) must be completed and approved throughout the entire building/structure. As new space areas or occupancies are built out as Tenant Improvements, additional testing for the whole of the system may be

required.

2) CFC §3315.1 (local amendment) - In buildings where an automatic sprinkler system is required by this code or the California Building Code, it shall be unlawful to occupy any portion of a building or structure until the automatic sprinkler system installation has been tested and approved. In new buildings of combustible construction where automatic fire sprinkler systems are required to be installed, the system shall be placed in service as soon as possible. Immediately upon the completion of sprinkler pipe installation on each floor level, the piping shall be hydrostatically tested and inspected. After inspection approval from the fire department, each floor level of sprinkler piping shall be connected to the system supply riser and placed into service with all sprinkler heads uncovered. Protective caps may be installed on the active sprinklers during the installation of drywall, texturing, and painting, but shall be removed immediately after this work is completed (CFC §3315.1)

3) Fire pump(s) must be completed, tested, and approved.

4) Fire water storage tanks must be installed and approved, including tank monitoring.

5) Fire protection systems must remain active to the fullest extent possible during subsequent construction phases. This will require extraordinary coordination and may require redundant systems to be built, and work completed, faster than other construction.

Building

1) Egress elements must be completed and approved.

2) Fire resistive construction elements must be completed and approved.

3) Seismic separation assemblies must be installed and approved.

4) Security improvements must be completed and approved.

5) Firestopping must be completed and approved.

6) Smoke and carbon monoxide alarms must be completed and approved in all occupied spaces.

Fire Department Access

1) Approved vehicle access for firefighting shall be provided to all construction or demolition sites. Vehicle access shall be provided to within 100 feet (30 480 mm) of temporary or permanent fire department connections. Vehicle access shall be

provided by either temporary or permanent roads, capable of supporting vehicle loading under all weather conditions. Vehicle access shall be maintained until permanent fire apparatus access roads are available.

2) All construction sites shall be accessible by fire department apparatus by means of roadways having an all-weather driving service of not less than 20ft. of unobstructed width. The roads shall have the ability to withstand the live loads of fire apparatus and have a minimum 13 ft. 6 in. of vertical clearance. Dead end fire access roads in excess of 150 ft. in length shall be provided with approved turnarounds. When approved by the Fire Code Official, temporary access roadways may be utilized until such time that the permanent roadways are installed. As a minimum, the roadway shall consist of a compacted sub base and six (6) inches of road base material (Class 2 aggregate base rock) both compacted to a minimum 95% and sealed. The perimeter edges of the roadway shall be contained and delineated by curb and gutter or other approved method. The use of geotextile reinforcing fabric underlayment or soils lime-treatment may be required if so determined by the project civil engineer. Provisions for surface drainage shall also be provided where necessary. The integrity of the roadway shall be maintained at all times.

Elevators

1) Passenger elevator(s) serving building must be installed and approved by the City and Cal/OSHA ElevatorUnit.

2) Gurney elevator(s) must be installed and approved.

3) Fire service access elevator(s) (FSAE) must be installed and approved. Ongoing construction must not impact the operation or protection measures for the shaft.

4) Two-way elevator communication system(s) must be installed and approved.

5) One completed and approved "Construction Use Only" elevator can be designated but cannot also be submitted as the gurney or FSAE elevator.

Mechanical

1) An air-balancing report must be submitted for review and approval for all buildings. High-rise buildings may have more restrictive requirements due to the smoke control systems.

2) Heating, ventilation, and air-conditioning (HVAC) fan shutdown must be completed and approved.

3) Fire alarm initiating devices must be tested and approved.

4) Smoke/fire dampers and their control methods must be tested and approved.
5) Stairway pressurization systems must be tested and approved for all stairwells.

6) Smoke control systems must be tested and approved.

7) Ventilation systems must be completed, tested, and approved (e.g., parking garage and cooking hood-exhaust systems).

8) Methane ventilation systems must be completed and approved (if applicable).

9) Firestopping must be completed and approved.

Electrical

1) All egress lighting must be completed and approved.

2) Emergency electrical systems must be completed and approved.

3) Fire alarm and emergency alarm systems must be completed and approved.

4) Emergency responder radio coverage system must be completed and approved.

5) Methane detection and mitigation systems must be completed and approved (if applicable).

6) Firestopping must be completed and approved.

7) Fire command center or fire alarm control panel signage must be completed and approved.

8) Electrical room signage must be completed and approved.

9) Solar Photovoltaic systems must be completed and approved. Rapid shut-down locations must be provided with proper signage.

Plumbing

1) Seismic Gas Shut-Off Valves (SGSOV) on the fuel gas system must be completed and approved, including signage.

2) Firestopping must be completed and approved.

Phasing / Permitting Plan Requirements

1. Given the complexity and oversight required, a Fire Protection Engineering firm or Fire Protection Engineer must develop and supervise the phasing plan implementation. At a minimum, the plan must contain the following elements:
   1) Introduction describing the goals and purposes of the request.
   2) Descriptive and complete scope of work.
   3) Updated list containing the names and contact information of the owner representative(s) and the designprofessional(s) associated with the project.
   4) Design Summary/Code Analysis including:
      a. Proposed building uses/occupancies.
      b. Building construction type.
      c. Building area (in square feet).
      d. Number of stories and actual building height.
      e. Control Areas and proposed hazardous materials inventory statement (HMIS).
      f. Separated or non-separated design elements.
      g. Mixed-use design analysis (if applicable).
      h. Occupant load for the entire building and for each floor.
      i. Fire protection design, including all passive and active elements and design.
      j. Emergency storage systems.
      k. Phasing boundaries must be identified on the phasing plan (i.e., fire barriers or walls).
      l. Phasing boundaries and any materials used to create physical barriers must be identified, including butnot limited to construction materials and rating.
      m. Egress analysis (by permit or phase).
      n. Designated fire apparatus access roadways.
      o. Fire department access routes around the perimeter and into the building.
      p. Fire sprinklers and standpipe system(s).
      q. Fire alarm system(s).

r. Smoke control system(s).

s. Emergency responder radio coverage system(s).

t. Two-way elevator communication system.

u. Fire service access elevator(s).

v. Accessibility communication systems.

w. Fire Department access roadways, fire hydrants, and fire department connection(s).

x. Other fire protection life safety systems.

y. Adequate staging, lay-down, and parking areas must be established that will not impact buildingoperations or fire department access.

z. Typical appendices include floor plans, construction status update procedure, third-party; inspectorreport templates to the fire department; staging plan, impairment notification process.

2. Critical Design Elements / Requirements:

1) Fire Watch is not a substitution for active or passive fire protection features.

2) Firewalls installed per the California Building Code are the only acceptable way to separate buildingsfor fire protection requirements.

3) All fire-life safety systems must be completed and approved “throughout” the building. This will require the entire design team to coordinate their designs and installations to reduce shut-downs to aminimum.

4) Construction zones must be separated from occupied areas of the building by 2-hour fire barriers.

5) All openings and penetrations in fire barriers shall be protected in accordance with Chapter 7 of the CBC.
   i. Exception: Fire dampers, smoke dampers, and combination fire/smoke dampers for duct and air transfer openings shall not be required in temporary construction fire barriers.

6) Under no circumstance are egress routes allowed to go through construction zones.

Implementation

1. Once the plan is approved, the design team and general contractor must schedule a meeting with Fire Department inspection staff to verify the overall concept, open permit issues, safeguards during the construction process, and site inspection frequency requirements based on the risks posed. Our inspection staff will ensure

the project management team understands the phasing plan and its roles and responsibilities. This will allow any additional concerns or specific considerations to be discussed before implementation.

2. All fire and life safety systems for the entire project must be completed, approved, and fully functional, except for minor interruptions. Failure to meet this condition may result in the immediate withdrawal of Fire Clearance.

Modifications

1. Phased Occupancy Plans are living documents and require continuous updating and coordination by the Fire Protection Engineer of record. If changes are made, it will be necessary for a revised proposal to be resubmittedfor review and approval.
    a. **Failure to comply**. Any person who shall continue any work after having been served with a stop-work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be punishable by a fine not to exceed one thousand dollars ($1,000.00) in accordance with the Municipal Fire and Environmental Code.

2. Additional field inspections may be required, and in some instances, adjustments may be necessary to existing permits or may drive the need for additional permits.

Compliance

1. Implementing a permitting/phased occupancy plan is the sole responsibility of the design and construction teams. Failure to comply with any Fire Department requirement or condition could result in daily monetary penalties or withdrawal of Fire Clearance.

2. All parties (e.g., Property owners, Tenants, Contractors) may be financially responsible for false alarms or calls for service related to the construction activities.

3. As outlined in the Health & Safety Code, Section 18938.5, the code in effect at the time of building permit application shall apply to the plans and specifications for construction performed under that building permit. Phased projects that span an intervening code cycle or a triannual code cycle will be required to comply with all adopted Fire Code requirements in effect at the time of building permit application without exception.