



**Alameda County Fire Department
Bureau of Fire Prevention**

INFORMATIONAL BULLETIN

FIRE DEPARTMENT PLAN REVIEW SUBMITTALS

This Informational Bulletin has been developed by the Alameda County Fire Department to summarize the Fire Departments requirements for fire plans submitted for Fire Department Review.

Administrative:

- Complete and accurate Permit Application is to accompany initial submittal.
- Minimum of 3 sets of plans drawn to scale (in some jurisdictions 4 sets are required)
- Manufacturer's specifications (one set)
- Hydraulic calculations (one set)
- For initial submittals fire plans will be reviewed within 14 business days.
- Resubmittals are reviewed within 7 business days.
- Plans are reviewed in the order in which they are received.
- The Alameda County Fire Department does not offer an expedited or alternate review process.
- Submittals must be made in person or by mail. Fax or e-mail submittals and resubmittals are not accepted.
- We do not accept or review plans identified as "Draft", "Not for Construction", "For Reference Only", "Not for Permit". Etc..
- Resubmittals are required to be accompanied by an itemized response letter.
- For Fire Sprinkler or Underground plans include manufacturer's specifications for all pipe, valves, fittings and hangers to be used.
- For Fire Alarm Plans provide manufacturer's specifications and California State Fire Marshal Listing Sheets for all systems and components used.
- For Fixed Fire Suppression Systems provide manufacturer's specifications and installation manual for system to be installed.
- We do not allow plans from different contractors for the same project. If taking over a project the initial submittal is to be cancelled by the contractor who submitted the plans before new plans will be accepted.

Plans and Drawings:

- Only full size sheets are acceptable for submittal (no reduced sheets/sets). Minimum size 11"x17".
- We only accept full sets of drawings and specifications.
- Plans are to be stamped and signed by appropriate contractor.
- White-out, dry line, correction fluid, stickers etc. are not permitted on plans submitted for approval.
- Pencil is not to be used on plans submitted for approval.
- Applicable Codes and Standards with editions are to be listed on the plans.
- Any redline comments or changes are required to be initialed and dated by person making correction/comment.
- On the plans provide a clear scope of the project.
- Plans and drawings are to be clearly legible.
- On the plans clearly identify all areas as to their use.

City of Dublin	City of Newark	City of San Leandro	Unincorporated Alameda County	City of Union City
(925) 833-6606	(510) 578-4218	(510) 577-3317	(510) 670-5853	(510) 675-5470