



**COMMUNITY RISK REDUCTION BUREAU MANUAL**  
**ADMINISTRATIVE REQUIREMENTS**  
**421.13 TENANT IMPROVEMENT SPRINKLER PERMITS**  
**EFFECTIVE: APRIL 1, 2016**  
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## **SCOPE**

Tenant improvement plan submittal requirements.

## **PURPOSE**

This policy has been established to outline the requirements for tenant improvement plan submittals.

## **BACKGROUND**

Changes to a building that result in less than ten sprinklers or less being altered, removed or added.

## **REQUIREMENTS**

In every case where it is practical, the District shall be consulted prior to the replacement of any fire sprinkler or fire sprinkler system component or other alteration or modification. Complete documentation shall be provided in accordance with NFPA 13, Title 19 of the California Code of Regulations, the California Fire Code, and any local requirements.

When there is an addition, alteration, relocation, modification or removal of more than ten sprinkler heads, regardless of the type of addition, alteration, relocation, modification or removal, a full-fire sprinkler plan submittal is required.

Information on construction documents must be of sufficient clarity to indicate the location, nature and extent of work proposed.

Minimum submittal requirements:

- Identify all areas modified and location relative to riser.
- When the alterations or modifications affect the most remote area, hydraulic calculations shall be provided.
- Identify existing sprinkler type, model and required pressure and gallons per minute.
- Identify replacement sprinkler type, model and required pressure and gallons per minute.

Contractors that perform alterations or modifications without the required permit will be subject to a penalty as noted in the Master Fee Schedule, typically four (4) times the original permit fee.

Additional administrative action(s) including: complaints filed with the California Contractors State License Board, the refusal to issue new construction permits as authorized by the California Fire Code, and any other remedy provided for by law may also be instituted at the sole discretion of the District, and are not subject to appeal, except as noted by law.

## **PROCEDURES**

Repairs, alterations or modifications consisting of ten or less sprinklers may apply for an over the counter permit.

Plans may be submitted during Fire Marshal counter hours for review. Contractors are encouraged to use this time for submittal, as they may be done over the counter during these hours. Plans submitted outside the counter hours will be placed on the plan review list and will be reviewed in the order received.

## **CROSS REFERENCES**

California Fire Code