### I. Submittal Requirements

1. Two (2) sets of plans and calculations or a submittal in an acceptable electronic format
2. Transmittal letter with name, address, phone, email, fax and license number of fire alarm contractor
3. Construction documents for fire alarm systems shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the California Fire Code, the California Building Code, and relevant laws, ordinances, rules and regulations, as determined by the fire code official.

### II. General Information - Working Plans

1. Name of owner and occupant
2. Location, including street address
3. Scope of work. Indicate if part of a remodel or new building project or a separate fire alarm project.
4. Floor plan indicating location of fire alarm initiating devices
5. Floor plan indicating location of notification devices including candela rating for visible alarm devices
6. Type and number of devices on each circuit on each floor
7. Riser diagram
8. "Point to Point" diagram and wire legend
9. Wiring diagrams of devices, appliances & indicators
10. Location of partitions and fire/smoke walls (include fire ratings of walls)
11. Make, model, type, number, and voltage of storage batteries
12. Battery calculations
13. Voltage drop calculations - See also OSHPD PIN 63
14. Accurate legend of symbols for all new and existing fire alarm devices. All plans and shop drawings shall use symbols approved by the agency.
15. Elevation detail of manual pull stations
16. Elevation detail of wall mounted visual alarm signaling devices
17. Type of wiring used, including gauge and wire counts and conduit size
II.  General Information - Working Plans (Continued)

18. Details of through penetration and membrane penetration fire stop systems
   CFC, Sec. 907.1.1, CBC, Sec. 714.4
   CFC, Sec. 907.1.2,
   NFPA 72, Sec. 7.2.1 (3) (c) & 7.4.5 (6)
   NFPA 72, Secs. 7.4.5 (13) & (14)
   NFPA 72, Sec. 7.2.1 (3) (d)
   CBC, Sec.1617A.1.18
   ASCE 7, Sec. 13.1.4,
   Exemption 3 b.

19. Floor plan identifying rooms and their uses
   CFC, Sec. 907.1.2,
   NFPA 72, Secs. 7.4.5 (7), (9) & (11)

20. Ceiling details, reflected ceiling plans and interior elevations depicting irregular ceilings and identifying ceiling heights
   CFC, Sec. 907.1.2,
   NFPA 72, Secs. 7.4.5 (7), (9) & (11),
   23.8.5.5 & 23.8.5.6

21. Location of supply and return air registers
   CFC, Sec. 907.1.2,
   NFPA 72, Secs. 7.4.5 (7), (9) & (11)

22. Details on support and anchorage of any fire alarm equipment weighing more than 20 pounds
   CFC, Sec. 907.1.2,
   NFPA 72, Secs. 7.4.5 (7), (9) & (11)

23. Sequence of operation/events when alarm system is activated
   NFPA 72, Sec. 7.2.1(4) & 7.4.9

24. Compass direction with north arrow and clearly marked scale
   NFPA 72, Sec. 7.2.1(3), (a) & (b)
   CFC, Sec. 907.1.2,
   NFPA 72, Sec. 7.4.5 (7), (8) & (9)

25. Location of FACP, annunciators, transponders and notification power supplies
   CFC, Sec. 904.3.5 & 907.1.2, NFPA 72, Secs.
   7.4.5 (7), (9) & (11),
   23.8.5.7 & 23.8.5.8
   ASCE 7, Sec. 13.1.4,
   Exemption 3 b.

26. Location of automatic extinguishing systems including range hood and clean agent fire suppression systems, if applicable
   CFC, Sec. 907.1.1,
   NFPA 72, Secs. 7.4.5 (7), 7.4.7 & 10.6.7
   CFC, Sec. 907.1.2,
   NFPA 72, Secs. 7.4.5 (8), 10.6.5.2.2 (1) & 10.6.5.4

27. Location of fire sprinkler PIV, flow, and tamper supervision, if applicable
   CFC, Sec. 907.1.1,
   NFPA 72, Secs. 7.4.5 (7), 7.4.7 & 10.6.7
   CFC, Sec. 907.1.1,
   NFPA 72, Secs. 7.4.5 (12) & 7.4.6 (3)
   CFC, Sec. 907.1.2,
   NFPA 72, Sec. 7.4.5 (7), (9) & (11) & 23.15.1
   CFC, Sec. 907.1.2,
   NFPA 72, Sec. 7.4.5 (7), (9) & (11) & 23.15.2

29. Location of primary power for fire alarm panel. Breakers shall be locked open and marked "Fire Alarm"
   CFC, Sec. 907.1.2,
   NFPA 72, Secs. 7.4.5 (7), 7.4.7 & 10.6.7
   CFC, Sec. 907.1.1,
   NFPA 72, Secs. 7.4.5 (12) & 7.4.6 (3)
   CFC, Sec. 907.1.2,
   NFPA 72, Sec. 7.4.5 (7), (9) & (11) & 23.15.1
   CFC, Sec. 907.1.2,
   NFPA 72, Sec. 7.4.5 (7), (9) & (11) & 23.15.2

30. Location and type of secondary power supply, if applicable
   CFC, Sec. 907.1.1,
   NFPA 72, Secs. 7.4.5 (7), 7.4.7 & 10.6.7
   CFC, Sec. 907.1.1,
   NFPA 72, Secs. 7.4.5 (12) & 7.4.6 (3)
   CFC, Sec. 907.1.2,
   NFPA 72, Sec. 7.4.5 (7), (9) & (11) & 23.15.1
   CFC, Sec. 907.1.2,
   NFPA 72, Sec. 7.4.5 (7), (9) & (11) & 23.15.2

31. Circuit class and survivability level for initiating and notification loops/circuits
   CFC, Sec. 907.1.2,
   NFPA 72, Secs. 7.4.5 (7), 7.4.7 & 10.6.7
   CFC, Sec. 907.1.1,
   NFPA 72, Secs. 7.4.5 (12) & 7.4.6 (3)
   CFC, Sec. 907.1.2,
   NFPA 72, Sec. 7.4.5 (7), (9) & (11) & 23.15.1
   CFC, Sec. 907.1.2,
   NFPA 72, Sec. 7.4.5 (7), (9) & (11) & 23.15.2

32. Indicate location of devices for activation of elevator recall and shut down
   CFC, Sec. 907.1.1,
   NFPA 72, Secs. 7.4.5 (7), 7.4.7 & 10.6.7
   CFC, Sec. 907.1.1,
   NFPA 72, Secs. 7.4.5 (12) & 7.4.6 (3)
   CFC, Sec. 907.1.2,
   NFPA 72, Sec. 7.4.5 (7), (9) & (11) & 23.15.1
   CFC, Sec. 907.1.2,
   NFPA 72, Sec. 7.4.5 (7), (9) & (11) & 23.15.2

33. Indicate location of motorized fire/smoke dampers activated by fire alarm devices
   CFC, Sec. 907.1.1,
   NFPA 72, Secs. 7.4.5 (7), 7.4.7 & 10.6.7
   CFC, Sec. 907.1.1,
   NFPA 72, Secs. 7.4.5 (12) & 7.4.6 (3)
   CFC, Sec. 907.1.2,
   NFPA 72, Sec. 7.4.5 (7), (9) & (11) & 23.15.1
   CFC, Sec. 907.1.2,
   NFPA 72, Sec. 7.4.5 (7), (9) & (11) & 23.15.2

III. Additional Information

1. General Notes
   CFC, Sec. 907.1.1
   CFC, Sec. 907.1.1

2. Basic building information including occupancy group, type of construction, number of stories, floor area and presence of fire sprinkler protection
   CFC, Sec. 907.1.1
   CFC, Sec. 907.1.1

3. Indication of applicable editions of NFPA 72, CBC, CEC, CFC & CMC
   CFC, Sec. 907.1.1
   CFC, Sec. 907.1.1

4. Reference CBC Amendments to NFPA 72 in CBC Chapter 35
   CFC, Sec. 907.1.1
   CFC, Sec. 907.1.1

5. Reference OSHPD Policy Intent and Code Application Notices
   CFC, Sec. 907.1.1
   CFC, Sec. 907.1.1
III. Additional Information (Continued)

6. Local fire authority fire alarm annunciation approval - OSHPD form available

IV. Equipment Submittals

1. California State Fire Marshal listing sheets indicating expiration date for all listed components

2. Manufacturers specification sheets for all fire alarm equipment

3. Monitoring company information including UL listing number and certification

4. Anchorage details for fire alarm control panels weighing more than 20 pounds

APPLICABLE CODES AND STANDARDS

2019 California Administrative Code - Part 1, Title 24, CCR

2019 California Building Code – Part 2, Title 24, CCR

2019 California Electrical Code – Part 3, Title 24, CCR
(2017 National Electrical Code and 2019 California Amendments)

2019 California Mechanical Code - Part 4, Title 24, CCR
(2018 Uniform Mechanical Code and 2019 California Amendments)

2019 California Fire Code – Part 9, Title 24, CCR
(2018 International Fire Code and 2019 California Amendments)

National Fire Protection Association (NFPA)
NFPA 72 National Fire Alarm and Signaling Code, 2016 Edition

OSHPD Reference Material Available on the Internet
OSHPD Fire and Life Safety Forms
https://oshpd.ca.gov/construction-finance/resources/forms-applications-reminder-lists/#Proje
OSHPD Project Review Status
https://oshpd.ca.gov/construction-finance/resources/project-status-reports/
OSHPD Public Use Forms
https://oshpd.ca.gov/construction-finance/resources/forms-applications-reminder-lists/