Sacramento Metropolitan Fire District
Community Risk Reduction Division

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ARCHITECTURAL PLAN SUBMITTAL REQUIREMENTS

PURPOSE

To advise architects, engineers and contractors what minimum information is required for plan review approval. All required information listed below shall be on the plans.

SCOPE

The following requirements shall apply to all new building, tenant improvement, and building addition plans submitted to the Sacramento Metropolitan Fire District (Metro Fire). Not all requirements listed apply to every submittal. If questions arise, contact the District plan reviewer to determine what information may not be required.

REFERENCES

FPS is in reference to Metro *Fire Prevention Standards (FPS),* which are locally adopted and can be accessed at the following link: https://metrofire.ca.gov/forms-documents

CBC and CFC are in reference to the 2025 California Building Code and 2025 California Fire Code.

GENERAL

A. Plans will not be accepted for review until the plan review fee is paid in full. Fees include the initial review and one resubmittal. Additional resubmittals necessary for approval require additional fees.
B. The District's plan review turnaround time is approximately 20 business days for new projects.
    a) The turnaround time for resubmittals of projects is approximately 10 business days.
C. All plan submittals shall be signed and stamped by the appropriate architect or engineer of record with the following exceptions:
    a) An unlicensed Certified Interior Designer or equally qualified unlicensed person may prepare plans and specifications for the following types of commercial interior additions, alterations, or tenant improvements:
        i. Tenant spaces that are classified only as B and M occupancies
        ii. Spaces where fire barriers, fire partitions or fire walls are not required
        iii. Spaces in the building that are not being converted from residential use

iv. Tenant spaces that are not within historical buildings
v. Tenant spaces that require only one exit based on CBC Table 1006.2.1

D. Standard plans shall be submitted electronically through the Fire Prevention Mobile (FPM) portal each time plans are submitted or resubmitted. Account login is accessed via www.mobile-eyes.com.
E. Approved architectural plans will not be released until fire alarm and fire sprinkler plans are submitted. Deferred approval of these items is not permitted.
F. For new building submittals not required to have civil plans (fire sprinklers and/or fire hydrants are not required), a letter from the local water purveyor indicating the available fire flow shall be provided. (CFC B105)
G. The following require a separate submittal and additional plan review/inspection fees:
    a) Fire sprinkler system
    b) Fire alarm system
    c) Perimeter gates and fences
    d) Above ground storage tanks for hazardous materials (including fuels)
    e) High piled storage (storage greater than 12 feet and exceeding 500 square feet of floor area)
    f) Civil improvement plans
    g) Underground fire service mains (civil plans are not acceptable)
    h) Spray booths
    i) Commercial kitchen hood extinguishing systems.
    j) Special suppression systems (I.E. FM 200, Inergen, etc)
H. Fire sprinkler plans for new buildings will not be accepted before civil improvement plans, architectural plans, and underground fire service plans are submitted and approved.
I. Metro Fire is not a Certified Unified Program Agency (CUPA) and therefore does not review underground storage tanks (unless installed in a concrete vault).

TITLE SHEET shall include the following information:

A. Address of project location
B. Name, address, phone number of architect of record
C. Location map showing the location of the project site in relation to major streets
D. Sheet index
E. Fire Hazard Severity Zone
F. Building analysis with the following info:
    a. Occupancy of building (CBC Ch. 3). If building houses more than one occupancy type, list each type.
    b. Occupancy of all adjacent suites. This must be included even if the project is a tenant improvement in a building with adjacent suites not part of the scope of work.
    c. Construction type (CBC Ch. 6) if project is an addition, note the construction type of the existing and the new building.

d. Square feet. If this is an addition, note the square feet of the existing, the new, and the total of existing and new. (CBC Table 506.2). Square footage shown on plans shall correlate exactly with square footage entered onto plan review application form.
e. Number of stories - including number of basement stories. See CBC Ch. 2 for definitions of “story”, “basement” and “mezzanine”. Plans shall be labeled according to these definitions.
f. Building height. (CBC Table 504.3)
g. Indicate whether or not the building is equipped with the following:
    i. Fire alarm system (indicate automatic, manual or both)
    ii. Fire sprinkler system
    iii. (If any additional fire/life safety features such as standpipes, smoke control, or voice evacuation are provided, indicate so here)
h. If fire sprinkler system is being used to substitute for 1-hr construction or to increase the allowable number of stories, indicate so.
i. Scope of Work – if the project is phased, indicate the scope of each phase. If the project is an addition or tenant improvement, indicate what construction is new, what existing building sections are to remain, and what existing building sections are to be demolished. Provide sufficient information so that plan reviewer can determine what needs to be reviewed.
j. Mixed Use, if separated, non-separated or accessory. (CBC 508)

G. List of applicable codes and the edition. For all buildings, plans shall include a note stating that prior to occupancy the building must be tested by an approved contractor for verification that the building adequately supports the District’s handheld radios.

SITE PLAN shall include the following information:

A. Building footprint
B. North direction arrow
C. Location of adjacent streets
D. Location of adjacent buildings (All adjacent buildings whether or not on the same lot and regardless of size shall be shown)
E. If adjacent buildings are close enough to be affected by the assumed property line, show the construction type/rating of the exterior walls and the location/type of protection of exterior openings. (CBC Table 705.5)
F. Location of assumed property line around the **entire** building. This is required even if adjacent buildings are on the same lot and owned by the same person. Assumed property lines are also required for interior courts.
G. Dimension lines showing the distance from each building to the assumed property line (NOT face of building to face of building)
    a) If side yards are used to increase maximum allowable area, provide frontage increase calculation and dimension lines showing the length of all side yards. For purposes of side yards, the entire width of a street may be used.

ARCHITECTURAL SHEETS shall provide the following info*:

*Some information listed in this section is not necessary for small scale projects. However, when in doubt provide the information on the plans or contact the District plan reviewer to confirm what information is required.

A. Use of all rooms or areas (CBC Table 1004.5)
B. Square feet of each room or area
C. Occupant load of each room (CBC 1004)
D. Exit analysis that includes the following:
    a) Occupant load of each room
    b) Number of occupants exiting each exit
    c) Exit width required for each exit
    d) Exit width provided for each exit
    e) For corridors and stairwells, provide the number of occupants exiting as well as the required and provided exit width.
    f) Common path of travel and exit access travel distance for each room or space. Show that required exit width and a permanently maintained surface are maintained. See CBC Ch. 2 for definition of “public way.”
E. Wall legend – differentiate between rated and nonrated walls, new walls, existing to remain walls, and existing to be demolished walls.
F. Rated walls shall be identified as “fire barriers, fire partition or fire wall” as applicable.
G. Detail and UL design number for all fire rated assemblies including, but not limited to, interior and exterior walls, floor/ceilings, roofs, shafts, head of walls, seismic separations, columns/beams, through penetrations, etc. Every rated wall detail shall have an associated head of wall detail. Wall details shall state whether the wall is full or partial height. (CBC Tables 721.1 and US Gypsum assemblies are acceptable alternatives to UL)
H. Where rated walls and non-rated walls intersect or where walls with different ratings intersect, provide a detail indicating how required fire ratings are maintained at each intersection.
I. Door schedule that includes:
    a) Door and frame construction (indicate presence of louvers or undercuts)
    b) Door rating (CBC 716)
    c) Door hardware type. If this info is in the specifications, please include specifications with submittal. (CBC 1010.2)
    d) If panic hardware is to be installed, clearly state so.
    e) Indicate if door is self-closing or automatic closing via the fire alarm or an integral smoke detector
J. Window schedule showing all locations requiring safety glazing. (CBC 2406)
K. Location and dimensions of the Fire Control Room (shall have a minimum dimension of 5 feet and not be less than 35 square feet in usable area (CFC 509.2 and FPS#17)

L. A note stating “The fire sprinkler riser shall be located inside of the building by the exterior wall, 12-24 inches from that wall and at least 12 inches from any other wall”. (NFPA 13 6.1.4)
M. Roof class. (CBC Table 1505.1)
N. Flame spread class for each area (CBC Table 803.13)
O. Show location of all hazardous materials storage and amounts. (CBC Tables 307.1)
P. Notation of code requirement exceptions. Anytime an exception is utilized to eliminate a code requirement, indicate on plans the code section and exception number and state how the exception is being met.

MECHANICAL SHEETS shall provide the following information:

A. Location of all rated walls.
B. Location of all ducts, registers, fresh air intakes, fire dampers, and air flows in CFM.
C. If door undercuts are utilized for air balance, indicate on plans.
D. Clarify if dampers are smoke dampers, fire dampers, or combination smoke/fire dampers.
E. Smoke and/or fire damper installation detail.
F. Detail and UL design number for fire-stopping in rated assemblies (CBC 714).
G. CFM of all air handling units supplying air (CMC 609, NFPA 90).
H. If automatic shutdown of air handling units is required, indicate whether shutdown is via main supply duct detectors or area detection (see CMC 609).

ELECTRICAL SHEETS shall provide the following information:

A. Location of all exit signs and the direction of arrows on the signs (CBC 1013)
B. Location of all emergency illumination lights or lights connected to an emergency generator, including exterior lights requiring emergency illumination (CBC 1008.3)
C. Detail and UL design number for fire-stopping all conduit penetrations in rated assemblies (CBC 714).

PLUMBING SHEETS shall provide a detail and UL design number for fire stopping all penetrations in rated assemblies (CBC 714).

LANDSCAPE SHEETS shall provide the following information:

A. Location of all trees in relation to fire access lanes (CFC 503).
B. For trees shown extending over fire access lanes, a note indicating that the tree canopy will be greater than 13 ½ feet high shall be provided (CFC 503.2.1).

RESUBMITTALS shall provide the following information:

A. All changes shall be clouded and indicated with a delta that has a corresponding revision number and date.
B. Plan review comments shall be addressed in the column on the plan review letter or in a separate letter and specifically addressed.
C. Indicate how the plan review comment was addressed and on what sheet the change or correction was made.
D. All plan review comments must be addressed in order for plans to be approved. If there are any questions regarding code interpretation or the applicability of the code section cited, contact the District plan reviewer to discuss the issue prior to resubmittal.