

CITY OF TEMPE

Administrative Completeness Review Checklist

Commercial Building Permit Project
FIRE

NOTICE OF DEFICIENCIES

Project Name: _____

Project Address: _____

Project DS/PC Number: DS _____ PC _____

Description of Work: _____

NOTICE OF DEFICIENCIES

City Plan Reviewer: _____ Date: ____/____/____

- ☐ Return this checklist with your resubmittal. All unchecked items must be addressed. Indicate the plan sheet number where information may be found OR indicate why you believe that it does not apply on this project. Do not cloud/delta changes made to plan sheets for this completeness review.

CHECK OFF ALL SUBMITTED ITEMS – STRIKE THROUGH NON-APPLICABLE ITEMS

GENERAL

- ☐ Application
- ☐ Building Permit Submittal Required prior to Fire Permit Submittal

Information required on plans

- ☐ **Sealed by Fire Protection Engineer registered in the State of Arizona**
- ☐ Project Address including suite number
- ☐ Design Codes & Standards
- ☐ Cover sheet, shall include complete contractor and designer information
- ☐ Arizona contractor, license number, address, and phone number (minimum L-16)
- ☐ (2) sets of plans, prefer sheet size of 24" x 36"
- ☐ Plans must be legible and scaled – minimum 1/8"
- ☐ Table of contents, outlining individual system components
- ☐ Overall site plan
- ☐ Recent aerial view
- ☐ Floor Plan showing area/scope of work
- ☐ Fire Department knox-box location

- ☐ Legend for all symbols & abbreviations used
- ☐ Required signage locations & details

Fire Sprinkler Plans

- ☐ Water flow test performed within the last 180 days (not required for modifications)
- ☐ Sprinkler Floor Plan
- ☐ Riser Diagram
- ☐ Backflow Devices
- ☐ Supervisory Connections
- ☐ Hydraulic Calculations
- ☐ Underground Fire Lines
- ☐ Manufacturer cut sheets for individual system components
- ☐
- ☐
- ☐

Fire Alarm Plans

- ☐ Sequence of operation
- ☐ Fire alarm plan, including wiring diagram
- ☐ Voltage drop and battery calculations (if applicable)
- ☐ Floor plan with location of devices shown
- ☐ Manufacturer cut sheets for individual system components
- ☐
- ☐
- ☐

Kitchen Hood System Fire Suppression Plans

- ☐ Hood system plan including elevation view of all appliances, and manufacturer's system design chart
- ☐
- ☐
- ☐

Underground/Above Ground Tank Plans

- ☐ Tank system plan including stored material, size of tank, piping schematics
- ☐ Tank construction material
- ☐
- ☐
- ☐

Access Electric Roller Gate Plans

- ☐ Gate system plan including KNOX gate switch location
- ☐
- ☐
- ☐

Rack Storage Plans

- ☐ Rack floor plan including elevation (both side and end), and plan views
- ☐ Aisle width, between and around racks
- ☐ Rack height and depth
- ☐ Description of shelving types for each rack tier level
- ☐
- ☐
- ☐

Remote FDC Plans

- ☐ FDC plan shows entire line configuration
- ☐ Plan should state and show pipe material type, pipe classification, point of connection to city main, point of termination, and indicate if head is 2 ½ inch siamese or multiple connection and thread type.
- ☐
- ☐
- ☐

Hazardous Materials Plans

- ☐ Show all areas in building where hazardous materials will be stored.
- ☐ Describe on plan the method of storage
- ☐ Provide a completed hazardous materials classification form; all materials should be divided into the appropriate categories as shown on the back of the form. A total of all individual material types should be shown.
- ☐ Submit a manufacturer MSDS form for all hazardous materials stored.
- ☐
- ☐
- ☐

Special Fire Extinguishing Agent Systems

- ☐ Sequence of operation on plan sheet
- ☐ Location of clean agent system installation in building
- ☐ Agent tank size & location
- ☐ Nozzle drill hole size/details
- ☐ Method of pressure test to be stated on plan; written test results to be provided at time of initial inspection.

- ☐ All system piping to be marked for identification purposes.
- ☐ Provide manufacturer cut sheets for all system components such as additional power supply panels and agent discharge/control panel
- ☐ Extinguishing system calculations on plan sheet
- ☐ Battery and voltage calculations on plan sheet
- ☐
- ☐
- ☐

Digital Alarm Communication Transmitter (DACT) Plan

- ☐ Cut sheets for all fire alarm panels, boosters, and devices being installed
- ☐ Type of construction, occupancy class and square footage of all building(s)
- ☐ Battery and voltage drop calculations (If applicable)
- ☐
- ☐
- ☐

Residential Sprinkler Plans (R-3)

- ☐ Water flow test performed within the last 180 days (not required for modifications)
- ☐ Sprinkler Floor Plan
- ☐ Riser Diagram
- ☐ Backflow Devices
- ☐ Supervisory Connections
- ☐ Hydraulic Calculations
- ☐ Manufacturer's cut sheets for all sprinkler heads
- ☐
- ☐
- ☐

Fire Pump Plans

- ☐ Water flow test performed within the last 180 days (not required for modifications).
- ☐ Manufacturer cut sheets of listed fire pump, with all flow curves and diagrams.
- ☐ Type of construction, and square footage of all buildings being constructed.
- ☐
- ☐
- ☐

NOTE: Additional drawings may be required depending on the complexity of the project.

