



2023 -2025 FIRE SPRINKLER SUBMITTAL CHECKLIST

This submittal checklist is required with your plan submittal. All applicable sheet #'s must be identified in the columns provided along the right side and will be used to ensure enough detail is included before the City accepts for review.

All construction drawings shall comply with the minimum requirements of the following codes effective January 1, 2023
PLEASE NOTE: THE CITY OF SOUTH LAKE TAHOE IS DESIGNATED AS VERY HIGH FIRE HAZARD SEVERITY ZONE

2022 California Building Code (CBC)	2022 California Fire Code (CFC) and NFPA Standards
2022 California Plumbing Code (CPC)	2022 Residential and Non-Residential Energy Standards (T24)
2022 California Mechanical Code (CMC)	2022 CAL Green
2022 California Electrical Code (CEC)	City Ordinances and State Laws

DIGITAL PLAN REVIEW SUBMITTAL REQUIREMENTS

All submittals must be complete and correct before they are submitted. If they are not, they will be rejected during the processing stage. Use this checklist as your guide. All documents must be in PDF format, clearly labeled and uploaded via our online [webportal](#). See our [Plan Check Electronic Submittal Guide](#) for more information (<https://www.cityofslt.us/1236/Plan-Check-Electronic-Submittal>), which also provides a direct link to the webportal). Click link(s) for City specific [Building Design Criteria](#) and [Local Adoptions](#)

Applicant Use:

Included N/A

Project Intake Completeness Checklist

Staff Use Only:

Included Missing

PDF #1 - Application

PDF #1 - All city applications and checklists combined into one (1) single PDF by applicant.
File to be named: Address_Permit#_PC1_CityApp

		Item	Link	Included	Missing
		Fire Sprinkler Submittal Checklist	This Form		
		Permit Application			
		Credit Card Authorization Form			

PDF #2 - Plans

PDF #2 - All plan sheets combined and in order on one (1) single PDF by applicant
File to be named: Address_Permit#_PC1_Plans

		Item	Link	Included	Missing
		100% Complete Construction Drawings and Specifications, cross-referenced and coordinated among all disciplines (to scale 24" x 36")			

PDF #3 - Supporting Documents

PDF #3 - Supporting Documents on one (1) single PDF with cover page by applicant
File to be named: Address_Permit#_PC1_SupDocs

		Item	Link	Included	Missing
		Cover Sheet for Supporting Documents (filled out by applicant)	Click here for link		
		Hydraulic Calculations			
		Product Cutsheets: Make, manufacturer, type, heat-response element, temperature rating, and nominal orifice size of the sprinkler and K-factors, sprinkler head specs, antifreeze			
		South Tahoe Public Utility District (STPUD) Letter of Approval or stamps on plans (if applicable) *Or other Lukins, Lakeside, etc.	Click here for sample		
		Hazardous material declaration: List type & quantities of chemicals stored on site.			

Construction Document Completeness Checklist - Sheet Numbers to be Completed by Applicant

SPECIFIC PLAN SHEET INFORMATION

1	GENERAL INFORMATION: (cover sheet)	Sheet #
	Project name & address, as well as project owner's name, address and phone number	
	Name, title, address, phone number of design professional	
	Current applicable codes	
	Occupancy group(s) and type of construction, fire sprinklers	
	Equipment Legend	
	The type of system is noted: __ wet, __ dry, __ antifreeze not exceeding 40 gals., __ pre-action, and o type of sprinklers are noted: __ pendent, __ upright, __ sidewall	
	Site Plan with hot box locations and backflows (if applicable)	
	Declaration that the design standard is based on current CA adopted NFPA Standards and identify which standard	
	Detailed description of scope of work and pages numbered (x of y)	
	Index of drawings	
	Stamp & wet signature of design professional (all sheets)	
2	DESIGN CRITERIA and HYDRAULIC CALCULATIONS	Sheet #
	System components are listed for intended use and compatible with the system and equipment data. Sheets must be provided as supplemental documents or incorporated into plan sheets	
	Pipe diameters match the plans	
	Piping shall be sized using hydraulic calculation procedures in accordance with applicable NFPA Standards	
	Include in calculations: static PSI, pipe length, GPM, calculated K-for for riser nipples or drop nipples, elevation data, hose allowance, friction loss, and equivalent pipe length	
3	Sprinkler Plans	Sheet #
	Sprinkler plans shall provide a plan view of each floor, including elevation views	
	Ceiling construction of each floor	
	Location of partitions of each floor	
	Occupancy of each area or room of each floor	
	Location and size of concealed spaces, attics, closets, and bathrooms of each floor	
	Any small enclosures in which no sprinklers are to be installed of each floor	
	Size of the utility supply main in the street, pressure, whether dead-end or circulating and, if dead-end, the direction and distance to the nearest circulating main	
	Make, manufacturer, type, heat-response element, temperature rating, and nominal orifice size of the sprinkler and K-factors	
	Temperature rating and location of high-temperature sprinklers	
	Number of sprinklers on each riser, per floor	
	Kind and location of alarm bells	
	Type of pipe and fittings	
	Type of protection for nonmetallic pipe	
	Nominal pipe size with lengths shown to scale	
	Location and size of riser nipples	
	Types of fittings and joints and the locations of all welds and bends	
	All control valves, check valves, drain pipes, and test connections	
	Underground pipe size, length, location, weight, material, and point of connection to the city main; type of valves, meters, and valve pits; and depth at which the top of the pipe is laid below grade. In the case of hydraulically designed systems, the material to be included on the hydraulic data nameplate	
	Sprinklers are rated for ordinary temperature (135°F-175°F) when ceiling temperature does not exceed 100°F, Sprinklers installed where maximum ambient ceiling temperatures are between 101°F and 150°F (39°C and 66°C) shall be intermediate temperature-rated sprinklers unless modified by NFPA. NFPA standards due to distance of sprinklers from heat sources	

	Antifreeze systems are detailed and designed in accordance with NFPA standards	
	Title 24 CFC 903 - All water supply valves and flow switches are supervised	
	Title 24 CFC 903 / NFPA - Exterior flow alarm location is shown, and the type identified. If electric, it is listed for outdoor use, and connected to the building fire alarm, if provided	
	Title 24 CFC 903- Backflow prevention device is shown in the pipe schematic, listed specification sheet, and pressure loss data is provided	
4	PIPE SUPPORT and HANGERS	Sheet #
	Types and locations of hangers, sleeves, braces, and methods of securing pipes are shown	
	Pipe support and hangers are in accordance with NFPA standards	
	Pipe hanger spacing in compliance with applicable NFPA tables	
	Branch lines show one hanger per section of pipe, exceptions are listed	
	Risers in multi-story buildings show supports at the lowest level, each alternate	
5	DRAINS and TEST CONNECTIONS	Sheet #
	Drain with a valve is detailed as being on the system side of the control valve	
	Each portion of trapped dry system piping that is subject to freezing is provided a ½ in. drain	
6	SEISMIC BRACING	Sheet #
	Seismic Bracing in accordance with NFPA standards California Fire Code Chapter 9.	
	Flexible couplings may be used for pipe 2½ in. or larger in accordance with NFPA standards	
	Seismic separation assembly for piping is provided at building seismic joints	
	Detailed proper pipe clearance is noted on the plans for pipe penetrations in walls, floors, platforms or foundations. Minimum clearance is in accordance with NFPA standards	
	Detailed fire resistive assembly's penetration treatments and specify what products are to be used for pipe penetrations in walls, floors, platforms, etc.	
	Detailed lateral sway bracing is required at a maximum spacing for all feed and cross mains, and branch lines 2½ in. and larger	
	Seismic bracing calculations are detailed and provided for each brace to be used as shown in NFPA	
7	FIRE DEPARTMENT CONNECTIONS and OTHER REQUIRED DETAILS	Sheet #
	At least one fire department connection is provided for buildings accessible by a fire department that exceed 2000 ft ² (186 m ²) or are more than a single story.	
	FDC is provided a connection that is at least a 1½ I for res ##' for commercial	
	Title 24 CFC 912.2 - The FDC location is detailed on the street side, or response side, of building or as approved by the fire official; and when connected to the water supply it will not obstruct emergency vehicle access to the building	
	Fire sprinkler system shall be monitored by the fire alarm system with central alarm supervision	

I verify that I am submitting all the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application being rejected and/or may extend the length of time needed to review the project.

Applicant (Applicant Representative) Name Print: _____

Signature: _____

Date: _____