

# Fire Department Routing List

The Fire Department shall review the following building permit plans if it is determined that the project meets any of the listed criterion. The plans shall be routed to the Fire Department through the Building Permit Process. **Fees for these permits shall be received at the Permit Center at the time of submittal. The minimum fee for Fire Department review shall be \$213.50 dollars.**

**Building Permits for new single family homes and duplexes, or buildings adding 1,000 square feet of building area shall include a condition that requires the installation of fire sprinklers as approved by the Fire Department.**

Permits limited to electrical, plumbing, mechanical, foundation or structural work does not require routing to the Fire Department ***unless involving hazardous materials.***

If there is any question regarding the need for Fire Department review, please call 615-4987 or 615-4970 and speak with a Fire Prevention Specialist.

## Building Permit Plans that Route to the Fire Dept.

- 1. ALL BUILDING PERMITS:** All Building Permit plans ***including tenant improvements*** shall be routed to the Fire Department for the following occupancy groups and classifications:  
**Group A:** A-1, A-2, A-3, A-4, A-5; **Group E;** **Group F:** F-1; **Group H:** H -1, H-2, H-3, H-4, H-5;  
**Group I:** I-1, I-2, I-2.1, I-3, I-4; **Group R:** R-1, R-2, R-3.1 & R-4 (includes Residential Care Homes),  
**Group S:** S-1.
- 2. NEW BUILDINGS** - Building Permit plans ***including tenant improvement build outs*** for any new building ***except those listed in Condition #1 and single family homes or duplexes that exceed 1,000 square feet in area,*** shall be routed to the Fire Department.
- 3. TENANT IMPROVEMENTS:** Building Permit plans for ***items #1 and #2 as well as tenant improvements more than 500 square feet in area*** shall be routed to the Fire Department for the following:  
**Businesses Conducting Dry Cleaning Operations;**  
**City of Santa Clara Buildings; Data Centers; High-Rise Buildings; Levis Stadium;**  
**Great America Theme Park; Santa Clara University;**  
**State Owned / Occupied Buildings; and S-2 Occupancy - Except Parking Garages.**
- 4. FIRE DEPARTMENT ACCESS:** Building Permit plans shall be routed to the Fire Department for the following:  
**New Buildings when any portion** of the building is situated **more than one hundred fifty (150) feet from a public street** along an approved access road;  
**Parking Lot** layout changes (***Consult with Fire Department before routing***);  
**Vehicle Gate** installation (***Consult with Fire Department before routing***);  
**Plan Developments**, which include private roadways.
- 5. HAZARDOUS MATERIALS:** Building Permit plans ***including tenant improvements*** shall be routed to the Fire Department for projects intended for the use, storage or handling of hazardous materials (***includes Soil Remediation using hazardous materials***) when the quantities exceed the quantities set forth in Tables 105.6.8, 105.6.10 and 105.6.20.
- 6. SPRAY BOOTHS (Application of combustible or flammable liquids or combustible powders):**  
The installation of a spray booth used for the application of combustible or flammable liquids or combustible powders. In order to complete the plan review, the Fire department requires a separate permit for the required fire protection system for the spray booth.
- 7. STORAGE (piles, shelves or racks):**  
The project includes any storage, which the **storage racks are at least 10 feet in height** ***or*** includes storage of **ANY height containing:** aerosols, **plastics**, idle pallets, plastic pallets, rubber tires, baled cotton, rolled paper, flammable liquids, and similar commodities. **Modifications to the fire sprinkler system requires separate fire permit.**

## Projects Requiring Permits to be Obtained Directly from the FIRE DEPARTMENT

8. <b>ALARM SYSTEMS (FIRE, EMERGENCY, AND TOXIC GAS):</b> The proposed project includes an alarm system installation or modification
9. <b>BATTERY SYSTEMS AND BATTERY ROOMS (Stand-By Power Or Uninterrupted Power):</b> Stationary battery systems having an electrolyte capacity of <b>more than 50 gallons</b> for flooded lead acid, nickel cadmium (Ni-Cd) and valve-regulated lead acid (VRLA) or <b>1,000 pounds</b> for lithium ion batteries shall be installed in accordance with Section 608 of the Fire Code.
10. <b>COMMERCIAL KITCHEN HOOD SYSTEMS:</b> For Type I Hoods (a commercial kitchen hood for collecting and removing grease and smoke) an automatic suppression system is required.
11. <b>CRYOGENIC MATERIALS:</b> Equipment system and tanks handling, storing or utilizing cryogenic materials (liquid oxygen, liquid nitrogen, etc) shall be installed in accordance with Chapter 35 of the Fire Code.
12. <b>EMERGENCY GENERATORS:</b> All Legally required emergency/standby generators. Separate tank Installation permit is required by the Fire Department when the capacity of the fuel storage tank exceeds 60 gallons.
13. <b>FIRE EXTINGUISHING SYSTEMS:</b> The proposed project includes a fire extinguishing system (Clean Agent, CO <sub>2</sub> , Dry Chemical, Halon, etc.) installation or modification shall be in accordance with Chapter 9 of the Fire Code.
14. <b>FIRE SPRINKLER SYSTEMS:</b> The proposed project includes a Fire Sprinkler System installation or modification including the removal of fire sprinkler heads shall be in accordance with Section 903 of the Fire Code.
15. <b>HAZARDOUS MATERIAL TOOL INSTALLATIONS; FUME HOODS; PROCESS PIPING; SCRUBBERS:</b> Equipment that utilize or handle hazardous material(s) such as tools, wet sinks, scrubbers, process piping, etc. shall be installed in accordance with Chapter 27 of the Fire Code
16. <b>HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS – DUCT SMOKE DETECTORS:</b> HVAC <u>Systems</u> with a capacity greater than 2,000 cubic feet per minute (5-tons) or serves two or more stories.
17. <b>INDUSTRIAL OVENS (Baking, curing or drying industrial ovens that are fueled by or generate flammable gases);</b> The installation of gas fueled industrial ovens that are used for baking, drying or curing materials or ovens that during use may produce flammable gases as a result of the heating process. The ovens are required to be protected by an automatic fire extinguishing system shall be installed in accordance with Chapter 21 of the Fire Code.
18. <b>SPRAY BOOTHS FIRE PROTECTION SYSTEMS:</b> The installation of spray booths as noted in condition #6 will require the installation of an approved fire protection system. Plans for fire protection system shall be submitted directly to the Fire Department In accordance with Chapter 9 and 15 of the Fire Code.
19. <b>TANK INSTALLATIONS FOR THE STORAGE OF HAZARDOUS MATERIALS OR WASTE:</b> The proposed project includes tank installation(s) having capacities <b>greater than 60 gallons</b> . This would include generators with fuel tanks greater than 60 gallons.
20. <b>TENTS/CANOPIES:</b> The proposed project involves the installation of a Tent (> 400 sq. ft.) and/or Canopy (> 700 sq. ft.) shall be installed in accordance with Chapter 24 of the Fire Code.

**Note:** Any Building Permit project that will be modifying/adding fire sprinklers and/or fire alarm system shall include a requirement from the Building Department stating, “**Submit separate plans and fees directly to the Fire Department for any modification/addition to a fire protection and/or fire alarm system.**”