STANFORD UNIVERSITY FIRE MARSHAL’S OFFICE (SUFMO)

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CFC REORGANIZATION

- Chapters 1-10 remain
- Chapters 11-47 are now 11-80

CFC/CBC CHAPTER 2: DEFINITIONS

- Definitions moved from individual chapters to Chapter 2

CFC CHAPTER 1: SCOPE AND ADMINISTRATIONS

- Emergency Responders Radio Coverage System now requires permit (CFC 105.7.5)
- Solar Photovoltaic Power Systems now requires permit (CFC 105.7.13)

CBC CHAPTER 3: USE AND OCCUPANCY CLASSIFICATION

- Commercial kitchens associated with cafeterias, restaurants and similar dining facilities are now considered part of that occupancy which is A-2 (CBC 303.3).
- Commercial kitchens not associated with A-2 occupancy are F-1 occupancy (CBC 306.)
CFC CHAPTER 5: FIRE SERVICE FEATURES

- CFC 508 Fire Command Center now requires more detail about the building. (CFC 508.1.5.13)
- CFC 510 Emergency Responders Radio Coverage has new sections added about design (CFC 510.4.2 for design), (CFC 510.5.3 for testing), and (CFC 510.6 for maintenance)

CFC CHAPTER 50: HAZARDOUS MATERIALS – GENERAL PROVISIONS

- Emergency alarm/detection is required to be monitored and supervised (CFC 5004.10)

CBC/CFC CHAPTER 9: FIRE PROTECTION SYSTEMS

- Fire Pump and Riser room size requirements have been added (CFC 901.4.6)
- Buildings with Rooftop Gardens have new standpipe requirements (CBC/CFC 905.3.8)
- Emergency Voice/Alarm system now required for day care facilities (CBC/CFC 907.2.3)
- Group R-2 College and University Buildings are now required to have the fire alarm system connected to smoke alarms in dwelling/sleeping units (CBC/CFC 907.2.9.3)
- Section 908 has a new addition: (CBC/CFC 908.7) Carbon Monoxide alarms. Refers to CBC 420.6
SMALL PROJECTS PROGRAM (1994 - )

Agreement originated in 1994 as it became apparent that Santa Clara County assigned equal priority on all projects from Stanford.

The most current document is dated January 1996

Advantage: saves project time and ensures timely occupancy

Per the agreement, small project plans are required to be reviewed and approved by SUFMO before submittal to Santa Clara County Building and Inspection Office

Small Project Plans review is not required by County Fire Marshal’s Office (expedites permitting)

Applicable to projects that meet specific criteria
The following guidelines define a small project. Acceptance as a small project is, however, subject to the approval of the Building Official.

**Building Inspection Office**

**Building**
1. Occupancy Groups A3, B, U and R only.
2. No change in occupancy group (e.g., B to A3).
3. No additional floor area; interior alteration only.
4. Minor structural change with a Civil or Structural Engineer's stamp and signature (and calculations, if required).

**Plumbing - Water fixtures**
1. Relocate fixtures.
2. Repair or replace fixtures with same size.
3. Add up to four single-compartment restrooms of up to three fixtures each.

**Plumbing - Gas appliances**
1. Relocate appliances.
2. Repair or replace appliances with same BTUs or less.
3. Add up to four appliances of up to 100,000 BTUs each.

**Mechanical**
1. Relocate grills, registers and ductwork.
2. Relocate, replace or add a Type B flue.
3. Add environmental air exhaust ducts.
4. Add ducts not required to be in a shaft.
5. Add an evaporator or condenser unit, and a heating or cooling coil.
6. Relocate, replace or add a hot water, chilled water or steam line.
7. Remodel an R3 kitchen or bathroom.

**Electrical**
1. Relocate, repair or replace outlets, switches and controls.
2. Add single circuit to existing panel.
3. No work in hazardous locations.
Fire Marshal's Office
1 Prior to submitting an application, the Stanford University Fire Marshal's Office shall place their approval stamp on the plan stating that their office has reviewed and approved the plan.
2 No increase in occupant load.
3 No change to the exiting system.
4 No hazardous materials.
5 Relocate or add up to three devices to an approved automatic fire sprinkler/alarm system. The workscope shall be written on the plan cover sheet.

Planning Office
Nothing that would require review by any of the following offices (or, that approval is received prior to submittal for building permit):
Planning, Environmental Health (Hazardous Materials, Sanitation and Food Services), Land Development Engineering and Surveying, Geology, and Roads and Airports.

In addition to a limited work scope, the following criteria apply:

1 The plans shall be complete. (See the enclosed handouts for information required for submittal.)
2 The plans shall have a "Project Building Data" block on the cover sheet, indicating basic building code information for the project.
3 Four sets of plans shall be submitted with a completed application and the plan check and Fire Marshal fees paid. A separate check for the balance of the permit fees may also be submitted with the application.
4 Accessibility regulations shall apply. Refer to CBC Chapter 11B, Division IV for further information.
5 Energy Conservation mandatory measures shall be included in the work scope. When applicable, the forms ENV-1, MECH-1 and LTG-1 shall be included on the plan.
MINOR SYSTEM MODIFICATIONS (MSM)

Minor alterations to existing sprinkler & fire alarm systems

Supersedes sprinkler & fire alarm provisions of Small Project Program

Small Project ≠ MSM

Benefits:
- Santa Clara County Fire Marshal’s Office (SCCFMO) review not required
- 3 to 5 day turn around
MSM REQUIREMENTS

Fire sprinkler plans

- Add/remove/relocate up to ten (10) sprinklers
- No additions of branch lines or sprinkler main piping

Fire alarm plans

- Add/remove/relocate up to ten (10) devices
- Initiating devices and notification appliances only:
  - Smoke/Heat Detectors
  - Manual Pull Stations
  - Horns, Speakers, and Strobes

Fire alarm & sprinkler demo plans exceeding 10 devices/sprinklers

- 10 Sprinkler + 10 fire alarm devices = 20 total devices/sprinklers
PROCEDURES FOR CONTRACTORS

**SUFMO**
Submit 4 sets (or PDF) for review, comment & approval
Turn around within 5 days

**County**
Submit to the following to County’s Building Inspection Office on Monday – Friday 8 am to 4:30 pm (San Jose):
- 3 sets SUFMO comments & stamped plans
- Contractor’s Checklist (on SCCFMO website)

**Permit**
SCCFMO turn around is 3-5 days.

**Test & Inspect**
Sprinkler: County Rough-In Inspection & County Final Inspection
Fire Alarm: Contractor and SUFMO Pre-Tests & County Final
MORE INFORMATION

Detailed information & Contractor’s Checklist on SCCFMO website, under “Permits” tab:

http://www.sccgov.org/sites/fmo/Pages/Fire-Marshals-Office.aspx
HOT WORK

Acetylene torch cutting
Arc welding
Soldering
Grinding
Torch applied roofing
HOT WORK

Key People

Operator (plumber, HVAC tech, roofer)

Fire Watch

Permit Issuing Authority (SUFMO)

Project supervisor/Department manager
OPERATOR
(PLUMBER,
HVAC TECH,
ROOFER)
FIRE WATCH

Must have access to all areas requiring inspection, ie. rooms on the opposite side of walls, ladder if needed to check above ceilings etc.
PRECAUTIONS

Fire sprinklers are required to be in service.
PRECAUTIONS

Smoke detectors may evacuate buildings and bring the fire department.
Send SUFMO a work request

SUBMIT ON-LINE @ SUFMO.STANFORD.EDU

Call 725-2129 to schedule Shut downs and hotwork permit
1. Include hot work requirements in specifications.
2. Avoid hot work where other options will work.
3. Ensure personnel are qualified.
4. Enforce hot work policy.
5. Ensure that the work is scheduled appropriately to allow for the fire watch and monitoring time required.
6. Coordinate with various trades to have combustible materials moved or covered.
7. Submit Work Order for smoke detection to be shut down.
WHY HOT WORK PERMITS?

Property owners are required to have a hotwork program by Fire Code.

Hotwork is the leading cause of fires in commercial properties.

All hot work fire are preventable.
DEMO, SHUTDOWNS, & INSPECTIONS

DEMOLITION

- Abatement – by Stanford
- Isolate the Project Area
- Fire Alarm Systems
- Fire Sprinkler Systems

IMPAIRMENTS & FIRE WATCH
SHUTDOWNS – RENOVATION PROJECTS & AFTER TCO

- Fire Watch – May be Code Required
- SUFMO Fire Alarm System Technicians
- SUFMO Fire Sprinkler System Technicians
- SUFMO Impairment Tags – Code Required
- Provide Work Request – sufmo.stanford.edu
- Advanced Notice – 48 hours minimum
- 650-725-2129 – ask for Lead Technician or Supervisor
DEMO, SHUTDOWNs, 
& INSPECTIONS

INSPECTIONS

- Fire Alarm Systems - w/ Contractor for Stanford Acceptance, and jointly w/ Jurisdiction @ Final inspection
- Fire Sprinkler Systems – jointly w/ Jurisdiction, Hydrostatic/Rough-In & Final inspection
- Life Safety Systems - jointly w/ Jurisdiction @ Final inspection, exit signs, egress lighting, extinguishers, signage, etc.
- SUFMO conducts fire alarm system pre-test
- to ensure performance is per code and approved plans prior to final test with County Fire Marshal's Office
- SUFMO conducts joint inspections with County Fire Marshal's Office
- fire sprinkler modifications and life safety systems such as exit signs, emergency lights, etc., so that inquiries made by the County can be addressed immediately
- Code Consultation
- Technical Liaison with Local Jurisdiction
- Plans Review
- Fire Access and Water Supplies
- Means of Egress
- Fire Doors and Dampers
- Fire Protection Systems & Impairments
- Site Safety Plans & Logistics
- Access Control Systems
- Fume Hood Flammable Vapor Concentration Calculations (LEL)
- CBC Reports - Chemical Hazards Summary, Allowable Quantities
- Determination of Control Areas
- Generators
- Annual Building Fire Inspections
- Fire Systems and Extinguishers - Preventative Maintenance & Project Support
- Laboratory equipment installation review
- Fire Incident Follow Up