



PREVENTION AND TECHNICAL SERVICES MANUAL
ADMINISTRATIVE REQUIREMENTS
301.016 FIRE RELATED CONSTRUCTION ADDENDA
EFFECTIVE: JANUARY 2017

SCOPE

This policy clarifies the Selma Fire Department (SFD or Department) requirements for the submission of fire related construction addendum plans.

PURPOSE

This policy has been established to provide direction for all disciplines and trades involved in the construction process which submit plans to the fire department for review and approval, most commonly fire sprinkler plans and fire alarm plans.

BACKGROUND

As noted in the *California Fire Code (CFC)*, the fire code official has the authority to formulate policies they deem necessary based upon local conditions including those related to plan submittals for all systems and installations.

The intent of this policy is to ensure that designers, firms, installers, etc. understand the requirements for the submission of addendum plans. Generally, all plans submitted to the fire department for review must meet a minimum standard to be reviewed. For fire sprinkler plans, these requirements are outlined in *Department Policy No. 401.011 Fire Sprinkler Plan Specifications*, and there are other policies covering other systems.

Once plans have been reviewed and approved by the Department, installation work may begin. As work progresses, construction changes by other trades may cause the installation of the Department approved plans to also change.

When this occurs, it is the designers, firms, installers, etc. responsibility to have an addendum plan prepared and submitted to the Department for review and approval of the changes.

There is no adopted definition in the California Building or Fire Codes for minor deviations from approved plans. The Department recognizes that the lack of a common definition for what that is or means can create difficulty, and each person will evaluate required field changes differently, and from their respective position (regulator vs. contractor, etc.). However, changes to approved plans that are made

in the field that require updated construction to be prepared are, by their very definition, significant and are likely to impact system performance. Several adopted *National Fire Protection Association (NFPA)* standards require that the authority having jurisdiction (AHJ) approve field changes from approved plans. For example, *NFPA 13 section 23.1.2* requires approval from the AHJ when there are deviations from the approved plans, without exception. *NFPA 13, NFPA 72* and the *CFC* also do not differentiate from the existing built environment or new construction, when it relates to plan submittal documents.

Many field installers also fail to grasp the significance of changes they make to sprinkler systems in the field, and how those changes may affect system performance based on local conditions and water supply.

Any changes made to systems in the field by an installer create the addendum condition by not following the approved plans, and this warrants additional review by the Department.

Previously, the Department would use an outdated process of requiring “as-built” plans from many contractors; however, this process was labor intensive for Department staff, including support staff, field staff and management staff. Additionally, there were many cases where required plans were never submitted, which caused delays for other consumers.

As such, the current process of holding building final (or sprinkler final) until addendum plans have been submitted, reviewed and approved is warranted from a practical application and cost of service standpoint.

REQUIREMENTS

Based upon the need for uniformity in application across the Department’s diverse service delivery area, and after careful deliberation, the Department has determined the following:

1. Changes to approved installation plans (regardless of system type) that are made in the field will normally require updated construction plans to be prepared and submitted to the Department for review, and must be approved prior to building final or sprinkler/fire alarm final.
2. It is the designers, firms, installers, etc. responsibility to have an addendum plan prepared and submitted to the Department for review and approval of any changes to approved construction drawings. Normal plan review turnaround times apply.

3. To determine if an addendum plan is required designers, firms, installers, etc. should consult the explanatory material of the applicable installation standard for the construction they are performing for guidance.
4. Anytime addendum plans are required by field inspection staff, updated construction plans are to be prepared and submitted to the Department for review, and must be approved prior to building final or sprinkler/fire alarm final.
5. Addendum plans may be required for tenant improvements to new construction performed in the existing built environment or new construction.
6. Addendum plans shall be prepared in accordance with the applicable SFD policies.
6. "As-built" plans will not be accepted.

REFERENCES

California Fire Code (CFC)

National Fire Protection Standards (NFPA) 13

California Building Code (CBC)

SFD policy 401.011 Fire Sprinkler Plan Specifications

SFD policy 401.012 Fire Alarm System Plan Specifications