Sacramento Metropolitan Fire District
Community Risk Reduction Division **www.metrofire.ca.gov**
10545 Armstrong Ave., Suite 310 · Mather, CA 95655 · Phone (916) 859-4330 · Fax (916) 859-371

CIVIL IMPROVEMENT PLAN SUBMITTAL GUIDELINE

SCOPE

The following requirements shall apply to civil improvement plan submittals for all new facilities, structures, and buildings or portions of buildings hereafter constructed within the jurisdiction.

REFERENCES

FPS: *Sacramento Metropolitan Fire District Prevention Standards,* which are locally adopted and can be accessed at the following link: https://metrofire.ca.gov/forms-documents

CBC: 2025 California Building Code

CFC: 2025 California Fire Code.

GENERAL

1. The following shall be submitted for plan review:
    a. Plans shall be submitted electronically through the Fire Prevention Mobile (FPM) portal each time plans are submitted or resubmitted. Account login is accessed via www.mobile-eyes.com
    b. A completed plan check application.
    c. Plan Review Fees (due upon submittal, refer to SMFD fee schedule). Fees include the initial review and one resubmittal. Additional resubmittals necessary for approval shall require additional fees.

2. All plans shall be stamped and digitally signed by a licensed civil engineer.

3. A full set of plans shall be submitted when plans are resubmitted.

4. Civil cover sheet and water plan shall be stamped with the following

    notes: “Not Approved for Private Underground Fire Service Installation” “A separate plan submittal is required from the installing contractor. See the Sacramento Metropolitan Fire District Notes.”

5. FPS #8, *Commercial Civil Engineering Notes*, shall be copied onto plans in its entirety. Fire flow information in section #1 shall be completed with the applicable information.

6. For residential subdivisions, FPS #13, Private Subdivision Civil Engineering Notes, shall be copied onto plans in its entirety.

7. A letter from the local water purveyor stating the required fire flow can be met shall be provided. Fire flow letters shall be dated within the last twelve months.

COVER SHEET

Shall include the following information:

A. Project address

B. Name, address, and phone number of engineer of record

C. Location map showing the location of the project site in relation to major streets

D. Sheet index

E. Legend

F. Scope of work

G. Metro Fire Signature Block

H. Building analysis with the following info:

1. Occupancy of building. If building houses more than one occupancy type, list each type.
2. Construction type
3. Square feet of the building
4. Number of floors/stories and building height
5. Indicate whether or not the building is equipped with fire sprinklers
6. List of applicable codes and the edition

FIRE ACCESS PLAN

Shall include the following information:

A. Metro Fire Signature block.

B. Location of fire access lanes indicated by shading or cross hatching the entire length and width of the lane. (FPS #3)

C. All turns in fire lanes shall have the radii labeled and shown to scale. Minimum turning radii are 50 feet outside and 25 feet inside. (FPS #3)

D. Note indicating that fire lanes shall be a minimum of 20 feet clear width and 13 ½ feet clear height. (CFC 503.2.1)

E. Indicate how fire lanes will be delineated – posting of signs or painted curbs. (See Section 22500.1 of the California Vehicle Code for fire lane marking details)

F. Dimension lines showing that all exterior portions of the building are within 150 foot hose reach of a fire lane. This dimension shall be shown along an approved route suitable for firefighter access (not over walls, fences, planters, signs, etc.)

WATER PLAN

Shall include the following information:

A. Metro Fire Signature block.

B. Location of all new and existing fire hydrants

C. For existing hydrants, the number and diameter of each discharge outlet shall be noted on plans.

D. Indicate whether hydrants are private or public.

E. Location and diameter of all underground mains.

F. Location of the point of connection of new and existing underground mains.

G. Location of all control valves, backflow devices, fire department connections, and reduced pressure devices.

H. Details of all appurtenances.

I. Location and dimensions of the fire control room (shall have a minimum dimension of 5 feet and not be less than 35 square feet in usable area – CFC 509.2 and FPS #17)

J. A note stating that the fire sprinkler riser shall be located inside of the building by the exterior wall, 12-24 inches from that wall and at least 12 inches from any other wall (NFPA 13 6.1.4)

MYLAR'S

A Drop Box link with approved plans shall be provided prior to Mylar being signed.

SEPARATE SUBMITTALS

1. Underground fire service plans shall be a separate submittal. Plans shall be provided by the underground fire service installing contractor prior to installation. This submittal shall include the trench detail, the manufacturer's specification sheets for all pipe, fittings, and appurtenances as well as the appropriate plan review fee (FPS #9). Civil plans shall be reviewed and approved prior to submitting underground fire service plans.

2. Gate and perimeter fencing plans shall be a separate submittal.