



**Office of the State Fire Marshal  
Fire and Life Safety Division  
Partial Permitting Guidelines**

**Projects that have already been submitted or are currently in plan review under the Phased Permitting Guidelines will continue utilizing that Guideline. New Design-Build Projects or projects wishing to submit using separate packages will submit plans utilizing the New Partial Permitting Guideline Process**

# PARTIAL PERMITTING GUIDELINES

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## 2 GENERAL INFORMATION

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The purpose of this program is to establish minimum submittal requirements and permitting process for partial permits.

A construction permit may be issued, and work may begin for the construction of part of an overall project prior to the plans and specifications for the entire project/structure/building having been submitted and/or approved by CAL FIRE Office of the State Fire Marshal Fire and Life Safety Division (OSFM) provided adequate information and detailed statements have been submitted which comply with all applicable requirements of the California Building Standards for each of the packages listed below.

The process allows the submitter to break the project into three (3) distinct packages consisting of:

**[PACKAGE I - CODE ANALYSIS/GRADING/UTILITIES PACKAGE,](#)**

**[PACKAGE II - FOUNDATION/STRUCTURE PACKAGE,](#)**

**[PACKAGE III - FINAL PACKAGE - COMPLETE ARCHITECTURAL, ELECTRICAL, PLUMBING, AND MECHANICAL PLANS](#)**

The following are the minimum requirements to be provided by the project team and approved by (OSFM), prior to any permits being issued or the commencement of construction for each package. Packages may be combined with OSFM Plan Review Supervisor approval. Long lead items may be included within any package. Approval of any partial permit does not guarantee that a permit for the entire structure will be granted (see required **[NOTES ON PLANS](#)**).

### PREREQUISITES

The following are the minimum requirements to be eligible for partial permits:

- Single/Same Applicant for all partial permits (State Agency Representative)
- Shall only be submitted in the electronic plan review process (for all packages) – **No paper submissions will be accepted.**
- All additional plans, details, specifications, and documents provided in each package that are not part of the scope of work for the specific package being permitted shall be clearly identified as “FOR REFERENCE ONLY”



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- A Preliminary Meeting is required unless determined by OSFM Plan Review Supervisors. Contact the OSFM Plan Review Supervisors to discuss/schedule.

### **3 LIFE SAFETY/FIRE PROTECTION LETTER (LS/FPL):**

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A Life Safety/Fire Protection Letter shall be prepared by a qualified engineer, specialist, laboratory, or fire safety specialty organization acceptable to the OSFM and shall analyze the fire safety properties of the design, operation, or use of the building or premises. The following occupancies, project types, and systems will need to have detailed information specific to the project (not a code summary) included on the plans with Package I:

1. Group H Occupancies
2. Buildings containing Group B or Group L Occupancy laboratories storing or using hazardous materials.
3. High-Pile Storage
4. Energy Storage Systems having capacities exceeding the values shown in California Fire Code, Section 1207.1.1.
5. Emergency and legally required generators
6. Smoke Control System (Mechanical, Pressurization, and/or Passive/Natural)

### **4 ABATEMENT & DEMOLITION PERMIT/PACKAGE - SEPARATE PERMIT (OPTIONAL):**

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If work needs to occur prior to submission and approval of PACKAGE I – There is an option to create a separate Abatement/Demo Package. Please establish a complete and specific scope of work for the package. Provide demolition plans that include site, staging, alternate egress plans for existing buildings in proximity of the construction site, and a site safety plan per California Fire Code, Chapter 33 – pre-approved by Local Responding Agency if required. The OSFM may require this to be combined with Package I when determined that a code analysis is needed prior to demolition and/or abatement work commencing.



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## **5 PACKAGE I - CODE ANALYSIS/GRADING/UTILITIES PACKAGE (SEPARATE APPLICATION AND PERMIT)**

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PACKAGE I of the partial permit process is the submittal of the code analysis, grading, underground utilities, and ground improvements for the entire project at a minimum. These construction documents must be submitted either by individual building(s) or for the entire project, dependent upon the approved partial permit schedule for review, and shall include the following: (Note: Abatement & Demolition can be part of the scope of work or separated out as a separate package for review and approval)

- A. Completed plan review application with the entire project scope and intent to utilize the partial permitting process clearly indicated. If the project contains more than one building, please see the OSFM Plan Review Submittal Information document for multiple building submittals for permit application requirements.
- B. Identify all permit numbers on the plans that are associated with the project.
- C. The Fire Protection Report signed by a qualified person (see [LIFE SAFETY/FIRE PROTECTION LETTER \(LS/FPL\)](#))
- D. Descriptive and complete scope of work for the package
  1. Identify all deferred submittals to CAL FIRE Office of the State Fire Marshal Fire and Life Safety Division – Fire Alarm, Fire Sprinkler, Emergency Responder Radio Coverage System
- E. Preliminary Design Summary/Code Analysis including but not limited to:
  1. Proposed building uses/occupancies
  2. Separated or non-separated design
    - a) Mixed-use design analysis
  3. Building construction type
  4. Number of stories
    - a) Tabular allowable stories (NS, S1, S13R, or S13D value, as applicable in the California Building Code, Chapter 5)
    - b) Actual number of stories
  5. Building height
    - a) Tabular allowable height (NS, S1, S13R, or S13D value, as applicable in the California Building Code, Chapter 5)
    - b) Actual building height
    - c) High-rise – Yes/No
  6. Building area (in square feet)
    - a) Total allowable area including increases.
    - b) Tabular allowable area (NS, S1, S13R, or S13D value, as applicable in the California Building Code, Chapter 5)



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- c) Frontage increase factor if used
7. Occupant load assumptions
  - a) Total for the entire building
  - b) Total for each floor
  - c) Large assembly spaces (over 50 occupants) and their locations
8. Fire Sprinklers – Yes/No and Type (13, 13D, 13R; Wet, Dry, Pre-action, Deluge)
9. Fire Alarm – Yes/No and Type (Manual or Automatic)
10. Alternative Automatic Fire-Extinguishing Systems – Yes/No and Type (Wet/Dry Chemical, Foam, Carbon Dioxide, Halon, Clean Agent, Water Mist, UL 300)
11. Smoke Control System – Yes/No and Type (Mechanical or Passive or both)
12. High Fire Hazard Severity Zone – Yes/No, SRA/LRA, and Severity (Moderate, High, Very High)
13. Emergency Responder Radio Coverage – Yes/No (if applicable)
14. Year building constructed (for existing buildings)
- F. Site Plans which indicate all existing and real/proposed
  1. Property lines
  2. Easements
  3. Fire department access roads
    - a) Within 150 feet of all exterior portions of each building
  4. Exterior egress routes on the property to a safe dispersal area and/or the public right of way
  5. The public right of way
  6. All proposed and existing buildings including separation distances and their respective construction types.
  7. Building Fire Riser location
  8. Fire Pump location
  9. Knox Box locations
- G. Utility Plans indicating:
  1. All fire hydrant locations (existing and new) with spacing per California Fire Code, Appendix C
  2. Locations of Fire Department Connections, Post Indicator Valves, and Backflow Locations (existing and new)
  3. CAL FIRE Office of the State Fire Marshal Fire and Life Safety Division Underground Notes
  4. Documentation of required fire flow per California Fire Code, Appendix B
  5. All underground plumbing, electrical and mechanical (if applicable)
- H. A complete grading and drainage plan, and any temporary or permanent dewatering system for the entire site



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- I. Provide Roadway sections/details for Fire Roads, Fire Access Lanes, etc. - Temporary and Permanent
- J. All soil-bearing pressures taken directly from the geotechnical reports prepared by a California registered civil engineer.
- K. Site safety plan per California Fire Code, Chapter 33
- L. Local Fire Authority – Access Approval Form
- M. Applications for any known alternate materials and/or alternate methods which may be required.
- N. Long lead items

### **6 PACKAGE II - FOUNDATION/STRUCTURE PACKAGE (SEPARATE APPLICATION AND PERMIT)**

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PACKAGE II of the partial permit process is for the entire structure of each building or the entire project, dependent upon the partial permit schedule. PACKAGE II cannot be submitted before the approval of PACKAGE I. PACKAGE II can be combined with PACKAGE I (optional). The updated plan review process uses the same permit number for each package in the submittal and each package is now another review inside the permit number for the building. If the project contains more than one building, see the OSFM Plan Review Submittal Information for multiple building submittals. The required construction documents shall include the following:

1. Identify all associated OSFM permit numbers on plans
2. Descriptive and complete scope of work for the package
3. Identify all required fire and life safety special inspections for scope
4. Complete structural foundation plans, calculations, and all other supportive data for this package
5. All electrical, mechanical, and plumbing plans associated with the scope of work proposed for the foundation/structure design package (i.e., concrete or masonry embeds)
6. Electrical power distribution plans including all grounding and bonding for foundation and structure
7. Complete sets of all structural plans, calculations, and all other supportive data (can also include stairs)
8. Preliminary exterior wall cladding designs including all structural connection details and edge of slab protection details with UL listings
9. Steel fireproofing plans and schedules which must include:
  - a. Structural framing drawings with hourly fire-resistance rating requirements
  - b. Fireproofing schedules with UL listings (if known)



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### **7 PACKAGE III – FINAL PACKAGE - COMPLETE ARCHITECTURAL, ELECTRICAL, PLUMBING, AND MECHANICAL PLANS (FA/FS IF NOT DEFERRED TO OSFM)**

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PACKAGE III of the partial permit process is the final complete architectural, electrical, mechanical, and plumbing designs either by individual building(s) or for the entire project, dependent upon the partial permit schedule.

If the design team wishes to proceed with a shell and core submittal, the shell and core submittal will become Package III and shall contain all the information below for the shell and core build. Tenant improvements on the building will be reviewed as additional review approval packages within the same permit application after the core and shell building has been permitted. Please email [OSFMFireLifeSafetyGOVMotus@fire.ca.gov](mailto:OSFMFireLifeSafetyGOVMotus@fire.ca.gov) to have additional subfolders created for the tenant improvement packages. If the project contains more than one building, see the OSFM Plan Review Submittal Information instructions for multiple building submittals.

Architectural plans will include but are not limited to:

1. Identify all associated permit numbers on plans
2. Descriptive and complete scope of work for the package
3. Identify all deferred submittals to CAL FIRE Office of the State Fire Marshal Fire and Life Safety Division – Fire Alarm, Fire Sprinkler, Emergency Responder Radio Coverage System
4. Identify all required fire and life safety special inspections
5. Final and complete Building Code Analysis and show any changes to Package 1 Preliminary Code analysis
  - a. Proposed building uses/occupancies
  - b. Separated or non-separated design
    - i. Mixed-use design analysis
  - c. Building construction type
  - d. Number of stories
    - i. Tabular allowable stories (NS, S1, S13R, or S13D value, as applicable in the California Building Code, Chapter 5)
    - ii. Actual number of stories
  - e. Building height
    - i. Tabular allowable height (NS, S1, S13R, or S13D value, as applicable in the California Building Code, Chapter 5)
    - ii. Actual building height



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- iii. High-rise – Yes/No
  - f. Building area (in square feet)
    - i. Total allowable area including increases
    - ii. Tabular allowable area (NS, S1, S13R, or S13D value, as applicable in the California Building Code, Chapter 5)
    - iii. Frontage increase factor if used per California Building Code, Chapter 5
  - g. Occupant load
    - i. Total for the entire building
    - ii. Total for each floor
  - h. Fire Sprinklers – Yes/No and Type (13, 13D, 13R; Wet, Dry, Pre-action, Deluge)
  - i. Fire Alarm – Yes/No and Type (Manual or Automatic)
  - j. Alternative Automatic Fire-Extinguishing Systems – Yes/No and Type (Wet/Dry Chemical, Foam, Carbon Dioxide, Halon, Clean Agent, Water Mist, UL 300)
  - k. Smoke Control System – Yes/No and Type (Mechanical or Passive or both)
  - l. High Fire Hazard Severity Zone – Yes/No, SRA/LRA, and Severity (Moderate, High, Very High)
  - m. Emergency Responder Radio Coverage – Yes/No (if applicable)
  - n. Year building constructed (for existing buildings)
  - o. Egress Analysis – Travel distances, cumulative loading, loading and required width at each exit and stairs
  - p. Emergency Voice/Alarm Communication Systems (EVACS) - Yes/No
  - q. Fire Riser and Hose Connection locations in the building and interior hose pull lengths
  - r. Smoke Control Rational Analysis by a California Fire Protection Engineer
  - s. Smoke Control – Special Inspections and Testing plans
6. Provide a complete list of Hazardous Materials and quantities (HMIS – Hazardous Materials Inventory Statement – California Fire Code Section 5001.5.2)
  7. Floor plans that indicate the use of each space with furniture and fixture plans
  8. Seating plans for all possible event configurations (if applicable)
  9. Rated Wall Types (Exterior, Fire Wall, Fire Barrier, Fire Partition, Smoke Barrier, Smoke Partition and required ratings with UL/GA Listings of wall and head/base of wall listings)
  10. Exterior Walls/Exterior Elevations – Protected/Unprotected opening calculations per floor
  11. Interior elevations, reflected ceiling plans, and finish schedules
  12. Roof and floor/ceiling assemblies, any horizontal assemblies, penetration protectives, and reflective ceiling plans
  13. Interior and exterior wall plans including all wall framing details, fire-resistance-rating details, and connection to structure details indicating all fire walls, fire barriers, shaft





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enclosures, fire partitions, smoke barriers, smoke partitions, penetrations, fire-resistant joint systems, opening protectives, exit enclosures, all construction details including UL listings.

14. Exterior wall cladding systems, including Exterior Insulation and Finish Systems (EIFS), curtain walls, storefronts, etc., and all edge of slab protection UL listings
15. Building and wall cross-sections
16. Door & window schedules including fire-resistance ratings, to include panic hardware and egress windows
17. Code required signage – exit, occupancy posting, warnings, room signage, door labeling, stair, evacuation maps, NFPA 704 Placards, No-smoking, etc.
18. All necessary architectural details
19. Stairs, handrails and guards, and associated cross-sections and details

### **7.1 MECHANICAL/PLUMBING PLANS FOR THE SCOPE OF WORK SHOULD INCLUDE THE FOLLOWING:**

1. Site Utility Plan, indicating cooling towers, fire pumps, private and public sewer lines, manholes, cleanouts, materials, sizing, and slopes
2. Mechanical and plumbing floor plans (indicating all fire-resistance rated walls and horizontal assemblies and the required duct and air transfer opening protection)
3. All equipment and fixture schedules (for both plumbing and mechanical)
4. Provide calculations for minimum outside air ventilation requirements
5. All refrigeration systems, refrigerant classifications, machinery rooms, and piping
6. All smoke control and smoke exhaust designs (if applicable)
7. Duct and register materials, sizes, and support methods for supply, return, outside air, environmental air, product conveying systems, commercial hoods, and kitchen ventilation
8. Vertical riser diagrams for all multi-story structures, for drain, waste, and vent fittings (DWV), water, gas, and mechanical ventilation systems
9. Seismic restraint design and details of all required mechanical and plumbing elements (if applicable)
10. Locations and functions of all smoke/fire detectors and duct smoke detectors
11. Locations of all smoke/fire dampers
12. Location and programming of all control devices
13. Waste and vent materials, sizing, and isometric layouts
14. Water supply and distribution materials, sizing, calculations, and isometric layouts
15. Indirect waste, materials, sizing, and cleanouts
16. Fuel gas piping, design pressures, regulator locations, and shut-off valves (if medium or high-pressure gas is to be used, an approval letter from the gas provider is required)



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17. Combustion air openings and details
18. All gas venting sizing, terminations, and details
19. Cross-connection control devices
20. Primary and Secondary Roof drainage piping plans and calculations; and
21. Sand, oil, and grease interceptors with calculations

### 7.2 **ELECTRICAL PLANS FOR THE SCOPE OF WORK SHOULD INCLUDE THE FOLLOWING:**

1. Electrical site plan identifying all site lighting, utility transformer(s), service location(s), emergency generator location(s) and fire pump(s)
2. Electrical floor plans for lighting, power, communications, and all special systems with all circuits clearly identified
3. Scale drawings of all electrical rooms, elevator machine rooms, generator rooms, and fire pump rooms
4. Electrical symbol schedule and legend
5. Switchboard and panel board schedules with Ampere Interrupting Capacity (AIC) ratings, specifications, and loads are clearly shown
6. Provide electrical specifications for all HVAC and Refrigeration equipment and all other mechanical equipment
7. Lighting fixture schedule
8. Show locations of all normal and emergency panel boards and distribution equipment, etc.
9. Power distribution plans and single-line diagrams indicating the size and types of all transformers, conduit, conductors, over-current protection, grounding, and bonding for all distribution boards, switchboards, panels, and services, including all-electric utility information
10. All raceways, wiring methods, materials, feeder sizes, and circuits
11. All over current protection
12. Bus bracing fault-current calculations
13. Complete electrical load calculations
14. Seismic restraint design and details of all required electrical elements (if applicable)
15. Protection of emergency and standby systems
16. All egress illumination and egress identification
17. All systems supplied by emergency and standby power; and
18. Location of emergency lighting with photometric justification
19. Emergency Generator location and list of loading (equipment) and duration for Legally Required Emergency Power and Stand-By power systems. Fuel Type and show Safety features and signage.



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### **8 NOTES ON PLANS: ACKNOWLEDGEMENT OF RESPONSIBILITY**

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The following notes shall be added on the cover sheet of the construction plans of each partial permit package, with an electronic signature from the designer of record/registered design professional:

“By submitting these construction plans for a partial permit package, I, the building owner, authorized agent or designee, the registered design professional of record, and/or the general contractor, hereby understand and acknowledge the following:

1. By approving this package, CAL FIRE Office of the State Fire Marshal Fire and Life Safety Division has not approved the building in its entirety for code compliance with applicable governing California Codes and Regulations in effect.
2. Work to be performed is limited to the specific scope of work stated in each partial permit package.
3. Approval of this plan does not authorize or approve any omission or deviation from applicable regulations. Final approval is subject to field inspection.
4. As a condition of issuance of a partial permit, I, the applicant, acknowledge that approval for the subsequent partial permit packages or for the entire structure may not be issued.”

### **9 PROJECT INSPECTIONS**

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It is the responsibility of the permit applicant to schedule all required project inspections once the work is ready for inspection. Please be advised that inspections will not be performed for unpermitted work nor for work that is not shown on the approved plans or specific scope of work.

### **10 CERTIFICATE OF OCCUPANCY**

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A Certificate of Occupancy (C of O) will only be issued when construction of the entire building is completed, inspected, and approved.