



SANTA CLARA COUNTY FIRE DEPARTMENT

1315 Dell Avenue, Campbell, CA 95008 | (408) 378-4010 | SCCFD.org

Santa Clara County Fire Department Express Plan Check – Fire Protection Systems

The purpose of this program is to provide an expedited permit process for fire system modifications of a limited scope per the guidelines below. **New fire alarm/fire sprinkler system** installations do not qualify for this program, regardless of size.

PROGRAM CRITERIA:

- 1) The project may include the addition, deletion, or relocation of a fire protection system as further noted below. Qualifying devices are limited to:
 - a) Fire Sprinkler (NFPA 13/13D/13R)
 - i) Adding, removing, or relocating a maximum of twenty (20) individual sprinkler(s), with no addition of branch lines or modification of sprinkler main piping. No hydraulic calculations. No added “flex-drops”, contractor must supply the reference plans showing previously approved “flex-drops”. Provide the hydraulic calculation design information on the plan set.
 - b) Fire Alarm
 - i) Adding, removing, or relocating a maximum of ten (10) individual fire alarm initiating (e.g.: pull station, smoke or heat detector, monitoring point, etc.) or notification (e.g.: bell, horn, strobe, etc.) devices only.
 - ii) Change of fire alarm system communications equipment.
 - c) Commercial Cooking Automatic Extinguishing System
 - i) Installation or modification of a kitchen hood suppression system serving no more than 2 hoods.
 - d) Emergency repairs to any previously approved fire protection system using “like-for-like” materials and installation that do not modify the existing system.
- 2) A Fire system modification permit will not be issued prior to any building permit that is required for the associated work.

GUIDELINES:

1. A complete submittal is required, including drawings, documentation and full permit fees. The project scope of work shall be clearly identified on the plan cover sheet.





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2. Provide the building permit number and proof of building permit issuance. If no building permit is required for the associated work, enter "Voluntary".
3. A building key plan shall be provided to clearly identify location of work within the building. All main piping between the system riser and area of work shall be shown. The location of the fire alarm control unit (FACU) and any related remote power supplies shall be shown.

PROCESS:

1. In-person express plan review appointments will be scheduled in 1 hour blocks at 10 AM, 11 AM, 1 PM, and 2 PM each Tuesday and Thursday. The application and submittal process shall be completed prior to the scheduled appointment. Applicants shall show up 30 minutes in advance of scheduled appointment for processing. Call Fire Prevention (408-341-4420) to schedule appointments. Cancellations shall be made at least 24 hours in advance. Missed appointments or failure to cancel w/in the specified time will result in forfeiture in access to the Express program.
2. The system designer shall be present for the express review appointment to answer any design questions that plan review staff may have.
3. Upon completion of the plan review, the applicant will be issued approved documents and an installation permit if approved. Otherwise, a correction letter will be issued and corrections shall be made prior to resubmittal. The applicant may schedule another express plan review appointment to review revised documents.

