

***SANTA FE CITY FIRE MARSHAL'S
OFFICE***

FIRE CODE ENFORCEMENT BUREAU

PLAN SUBMITTAL INFORMATION

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General Information

All applicants providing submittal of plans to the City of Santa Fe Fire Marshal's Office for any fire protection system shall possess a valid Certificate of Fitness from the New Mexico State Fire Marshal's Office (NM SFMO) in accordance with NMAC 10.25.2. A copy of the Certificate of Fitness shall be present on any job site where any installation, inspection, or maintenance of a fire protection system is being conducted. The original shall be placed in a conspicuous location at the main office.

If your company does not possess a valid Certificate of Fitness, you may contact the New Mexico State Fire Marshal's Office at (505) 476-0080 or online at <http://nmprc.state.nm.us/state-firemarshal/code-enforcement/index.html> to obtain an application form.

Scope of Work Letter

Scope of Work Letters may be reviewed and approved by a Santa Fe City Fire Code Official. The intent of a Scope of Work Letter is for alterations which do not cause a significant change to the originally approved design, fire protection systems with 10 or less appliances, or a fire sprinkler system with 19 heads or less.

At minimum NM Licensed PE stamp is required. A NICET Level III certification is required to conduct and certify the review and analysis of all systems being altered (excluding wet chemical extinguishing systems).

A Scope of Work Letter shall be submitted, on company letterhead, with the following information:

1. Date submitted.

2. Complete name of the building and/or Project.
3. Complete physical address, to include city, county, state and zip code of job site.
4. Occupancy Classification per IFC 2015.
5. Occupant load of building or specific areas.
6. Square footage of each fire area(s).
7. Name of Fire Protection Installer with full address and telephone number.
8. Fire Protection Installer Point of Contact name, title, direct telephone number, and email address.
9. The NICET certified party name, certification number, expiration date of certification, and signed initials shall be on the plans.
10. All manufacturer specification sheets.
11. Scope of Work and applicable notes.
12. Number of devices or appliances to be altered, installed, or relocated.
13. An area designated to sign upon approval shall be provided. This area shall include a line for the date, title, printed name, and signature from this office.

Plan Submittal and Final Acceptance Process (Simplified)

1. Submit a hard copy in person or mail to 1751 Cerrillos, Suite A, Santa Fe, NM 87505, or an electronic copy to sffd_fmo@santafenm.gov
2. For electronically submitted plans, also see *Electronically Submitted Plans* section of this document.
3. Submit 3 hard copy or electronic copy for review. Upon approval, an electronic copy will be emailed to the address provided. A minimum of 2 color copies of the plans, along with the acceptance letter, shall be printed and available at time of Final Acceptance.
4. Upon receipt, plans are received and entered in the database.
5. Plans are reviewed on a first come, first serve basis. Plans are either stamped as APPROVED, APPROVED WITH CONDITIONS, or REJECTED. If plans do not contain the required information (please see Plan Submittal Requirements), they will

be rejected. Plans will typically be reviewed within 15 business days, unless delayed due to increased plan submittals.

6. Installation, modifications, or alterations to a fire protection system shall not begin until the plans have been stamped as reviewed and approved by the SFFD FMO.
7. A prepaid return label is required for plans needing to be mailed.
8. Conduct a pretest on the system according to NFPA standards. Any failures shall be corrected and retested until passing. Note: If there are multiple fire protection systems, all shall be pre-tested and function properly and in accordance with all applicable laws, codes, and standards.
9. If conducting a phased project, or a project with numerous fire protection systems, all representatives shall be contacted and verified by the superintendent, general contractor, or project manager to ensure all systems have been properly tested, pass, and are ready to schedule a Final Acceptance Test.
10. Complete *Final Acceptance Checklist* and e-mail to sffd_fmo@santafenm.gov
11. A Santa Fe City Fire Inspector(s) will then be dispatched to conduct a Final Acceptance Test at a determined date and time. Approved/stamped plans, manufacturer specifications, testing documentation, and **A REPRESENTATIVE FROM EACH SYSTEM SHALL BE ON SITE.**

Electronically Submitted Plans

Electronically submitted plans shall contain all the necessary information in the *Plan Submittal Requirement* section of this document, and the following:

1. Only one electronic copy may be submitted per email.
2. Electronic submittals must be to scale.
3. Electronic files shall be e-mailed to sffd_fmo@santafenm.gov
4. Subject of email shall be the Project Name, Project Address, and indication of fire protection system to be tested.

5. The electronic file shall be named as follows: Project name, Project Address, Revision, Date submitted, and initials of fire protection system.

Plan Submittal - Specific Requirements

The 2015 International Fire Code requires the submittal of construction documents for all fire protection systems within Santa Fe City. All submittals shall include, at a minimum, all of the following information:

1. Complete name of the building and/or Project.
2. PSFA Project Name and PSFA Number, if applicable.
3. Complete physical address, to include city, county, state and zip code of project.
4. Occupancy (ies) Classification(s) per IFC 2015.
5. Occupant load of building or specific areas.
6. Square footage of each fire area(s).
7. All fire protection system(s) installed or to be installed, and location.
8. Elevator locations, new or existing, and whether or not Firefighter Recall equipped.
9. Fire Protection Company Point of Contact name, title, direct telephone number, and email address.
10. Name of Fire Protection Installer with full address and telephone number.
- 11. NM CERTIFICATE OF FITNESS LICENSE NUMBER.**
12. NM Licensed Professional Engineer stamp with original signature on each page.
Signature shall only be in black ink or signed digitally.
13. Designers shall be a minimum of a NICET Level III or higher for water-based fire protection systems and fire alarm system design. The NICET certified party name, certification number, expiration date of certification, and signed initials shall be on the plans.
14. Scope of Work with applicable notes.
15. Each page shall provide a minimum of 3x5" box to apply SFFD FMO stamp.
16. Plans shall include a scale and indicate a north arrow.
17. Device legend and symbols in accordance with NFPA 170-15, or other symbols approved by the AHJ.

18. Legend shall indicate a symbol for each device, appliance, or appurtenance related to fire protection systems.
19. Site Plan with specific areas of work, no-work, and phased work, if applicable.
20. Phase work shall be included on separate sheets of submitted plans.
21. Floor plan shall indicate location of all fire protection system(s) and appurtenances, whether it is new or existing full or partial, and indicate if it is at a level other than ground level.
22. 1 hard copy or 1 electronic copy shall be submitted. Hard copy of plans shall not exceed a width of 36 inches. Bound copies will not be accepted.
23. Digital plans shall be submitted in either PDF, or other approved digital method, so long as the SFFD FMO can support the program. Digital plans shall include all necessary information.
24. Digital plans may be submitted to sffd_fmo@santafenm.gov
25. All indoor rooms and outdoor areas shall be properly identified by name and/or use.
26. Location, labeling and number of all alarm-initiating devices and alarm notification appliances on floor plan.
27. Drawings and calculations shall clearly show a floor plan of each story, indicating the location of all exits, areas of refuge, walls, partitions, and fire rated assemblies, and the intended use of each area, room, or void space.

Fire Alarm – Specific Requirements

All submittals for fire alarm installations shall comply with the Plan Submittal Requirements and the following information:

1. Designed in accordance with NFPA 72-13 Edition or newer.
2. Type and classification of fire alarm system wiring.
3. Riser Diagram with single line riser diagram for devices on the fire alarm system for:
 - a. Initiating devices.
 - b. Notification appliances with candela ratings and mounting selection.
 - c. Elevator recall.

- d. Door hold open devices.
 - e. Access control devices.
 - f. Egress control devices.
 - g. Module relays.
 - h. Indication whether new or existing on each appliance or appurtenance.
4. Sequence of Operations diagram.
 5. Fire alarm equipment and/or manufacturer specifications.
 6. Communicator selection and location.
 7. Fire Document box location.
 8. Approved signage indicating “Fire Alarm Control Panel ”.
 9. Source of primary and secondary power.
 10. Battery and voltage drop calculations, if applicable.
 11. HVAC units that are rated over 2,000 CFM shall have duct detection.
 12. All fire protection and life safety systems such as water supply tanks, fire pumps, and generators shall be monitored by the fire alarm control panel.
 13. Fire Alarm Control Panel shall be installed in an approved location. Note: An annunciator may be required at an approved location by the fire code official.
 14. A Record of Completion, as outlined in NFPA 72-13 Edition, shall be provided by the installing contractor prior to requesting to schedule for a Final Acceptance Test.
 15. Where field conditions necessitate any changes from the approved plans, a set of amended construction documents, often referred to as “as-builts”, shall be submitted for review and approval. These plans shall comply with all plan submittal requirements.

Fire Sprinkler – Specific Requirements

All submittals for fire sprinkler installations shall comply with the Plan Submittal Requirements, as well as the following information:

1. Designed in accordance with NFPA 13-13, 13R-13, and 13D-13 Edition or newer.
2. Type and schedule of piping.
3. Fire sprinkler riser diagram with:
 - a. Inlet from below ground.
 - b. FDC.
 - c. Backflow preventer(s)
 - d. Indicating valves (supply, test valves and drain valves)..
 - e. Water flow switches.
 - f. Main drain valve.
 - g. Standpipes.
 - h. Fire hydrants, to include hydrants used to perform flow tests.
 - i. All specifications for valves, backflow preventers, piping, hydraulic connectors, seismic-bracing, hangars, sprinkler heads, escutcheons, flex pipes, etc.
4. Fire sprinkler equipment and/or manufacturer specifications.
5. Indication of water source(s).
6. Hydraulic calculations with a minimum of 10% safety factor.
7. Location of connected systems such as water supply tanks, fire pumps, and generators.
8. System riser detail shall include spare sprinkler box, appropriate number of sprinkler heads, sleeve with appropriate nominal spacing at the base of the riser, and approved signage indicating "Fire Sprinkler Riser Room". A Hydraulic Design Information Sign shall also be included as per NFPA 13 Chapter 25.5
9. A signed above- and below-ground test certificates, as outlined in NFPA 13-13 Edition, shall be provided by the installing contractor prior to requesting to schedule for a Final Acceptance Test.
10. Where field conditions necessitate any changes from the approved plans, a set of amended construction documents, often referred to as "as-builts", shall be submitted for review and approval. These plans shall comply with all plan submittal requirements.
11. Drawings shall clearly indicate total area, expressed in square feet, per floor protected by each system riser.

12. Drawings shall include full height cross-section elevation detail(s) indicating construction, and vertical/horizontal distances of sprinklers relative to underside of roof/ceiling and structural members.
13. Drawing legend shall indicate the manufacturer, temperature rating, orifice size, hydraulic K-Factor, and quantity of each type of sprinkler to be installed.
14. Provide a copy of water flow test results (dated within one year of drawing submittal date).
15. Drawings shall indicate a minimum temperature of 40 degrees Fahrenheit will exist for sprinkler system installation, if applicable.
16. Hydraulic calculations shall be prepared on form sheets that include a summary sheet, detailed worksheets, and a graph sheet.
17. Calculation summary sheet shall indicate the hazard classification. When multiple design densities are required to protect various hazards within a common system area, separate calculations shall be provided for each hazard area.

Fire Pump – Specific Requirements

All submittals for fire pump installations shall comply with the Plan Submittal Requirements and the following information:

1. Designed in accordance with NFPA 20-13 Edition or newer shall be used.
2. Name of commissioning party with complete physical address, to include city, county, state and zip code.
3. Make and model of pump.
4. Pump Rating _____ gpm @ _____ psi _____ rpm.
5. Suction main size, length, location, weight, and type of material, and point of connection to water supply, as well as size, and type of valves, valve indicators, regulators, meters, and valve pits, and depth to top of pipe below grade.
6. Water supply capacity information including the following:
 - a. Location and elevation of static and residual test gauge with relation to

- the riser reference point.
- b. Flow location..
 - c. Static pressure, in psi.
 - d. Residual pressure, in psi.
 - e. Flow, in gpm.
 - f. Date.
 - g. Time.
 - h. Name of person who conducted the test or supplied the information.
 - i. Other sources of water supply, with pressure or elevation.
7. Pump driver details including manufacturer, horsepower, voltage, or fuel system details.
 8. Controller manufacturer, type, and rating.
 9. Suction and discharge pipe, fitting, and valve types.
 10. Test connection piping and valves.
 11. Flow meter details (if used).
 12. Jockey pump and controller arrangement, including sensing line details.

Water Storage Tanks – Specific Requirements

All submittals for water storage installations for fire protection shall comply with the Plan Submittal Requirements and the following information:

1. Designed in accordance with NFPA 22-13 Edition or newer.
2. Above or below ground tank.
3. Insulated or non-insulated.
4. Capacity in gallons.
5. Whether dedicated primarily for fire suppression, or fire suppression and domestic use (include percentages or gallons).
6. Refill rate.
7. Location of fire hydrant.
8. Location of FDC.

9. Location of water temperature and water level sensing devices.
10. All technical data pertinent to the storage tank shall be included.

Wet Chemical Suppression Systems

All submittals for wet chemical suppression system installations shall comply with the Plan Submittal Requirements and the following information:

1. Designed in accordance with NFPA 17A-13 Edition or newer.
2. Show hood and duct dimensions (length, width, and height in inches) in relation to room.
3. Appliance type, dimensions, and location in relation to hood installation.
4. Size, type and number of cylinders/tanks.
5. Total number of flows permitted, and how many utilized.
6. Legend which indicates number, style, location, and temperature rating for all fusible links and nozzles.
7. Number and location of manual pull station(s).
8. Number and location of exits.
9. Type, number, and location of automatic shut off devices and/or electrical shunts.
10. The details on the system shall include the following:
 - a. Size, length, and arrangement of connected piping.
 - b. Description and location of nozzles.
 - c. Indication of elbows.
11. Information shall be submitted pertaining to the following:
 - a. The location and function of detection devices.
 - b. Operating devices.
 - c. Auxiliary equipment.
 - d. Electrical circuitry.
12. Moving cooking equipment shall be provided with a means to ensure that it is

correctly positioned in relation to the appliance discharge nozzle during cooking operations.

13. Number and location of Class K fire extinguishers.
14. Number and location of audio/visual notification appliance. If a fire alarm system is not provided, atleast one audio/visual notification appliance shall be installed in an approved location.
15. Manufacturer's specifications for nozzle placement.
16. Manufacturer specification sheets/information for all appurtenances.

Clean Agent Systems

All submittals for wet chemical suppression system shall comply with the Plan Submittal Requirements and the following information:

1. Designed in accordance with NFPA 2001-15 Edition or newer.
2. Size, type, number, and location of cylinders/tanks and securing method.
3. System riser diagram.
4. Sequence of Operation diagram.
5. Manufacturer specifications for all appurtenances/system.
6. Legend which indicates number, style, location, and types of all appurtenances, panels, relays, modules, nozzles, detection equipment, etc.
7. Whether clean agent system is networked or independently connected to an approved fire alarm system.
8. Type, number, and location of automatic shut off devices and electrical shunts, if applicable.
9. The details on the system shall include the following:
 - a. Size, length, and arrangement of connected piping.
 - b. Type and location of nozzles.
 - c. Scaled diagram of enclosure, to include any openings.
10. Identification of the hazard to be protected.

11. Notification appliances dedicated to the clean agent system shall differ in color from any existing building fire alarm devices. These appliances shall indicate “AGENT”, “Clean Agent”, or similar approved verbiage.
12. Who shall perform the door fan test.

FINAL ACCEPTANCE CHECKLIST

To schedule a Final Acceptance Test, the following information shall be emailed to sffd_fmo@santafenm.gov:

1. Date or time frame requested to conduct Final Acceptance.
2. Fire Protection Systems involved, i.e. Hood suppression system, Fire Alarm, Fire Sprinkler, Clean Agent, Fire Pump, elevators etc.
3. Name of the facility, as indicated on plans.
4. Complete address of the facility (address, city, county, state, zip code).
5. Point of Contact (First and Last Name) and Title (i.e. Project Manager, Contractor, Superintendent, etc.).
6. Point of Contact Company Name.
7. Point of Contact direct email address.
8. Point of Contact direct cell phone and office number.
9. Number of Buildings.
10. Scanned copies of all pre-testing documentation, test certificate for above-ground and underground piping, flushing, Record of Completion, door fan tests, electric or mechanical shunting devices, makeup air, and any other proof of function tests.