



# Alameda County Fire Department Fire Prevention Bureau

## INFORMATIONAL BULLETIN FIRE DEPARTMENT PLAN REVIEW SUBMITTALS

This Informational Bulletin has been developed by the Alameda County Fire Department to summarize the Fire Departments requirements for fire plans submitted for Fire Department Review.

### **Administrative:**

- Complete and accurate Permit Application is to accompany your submittal.
  - *City of Newark applications: Please also provide the building permit # associated with the submission.*
- Initial fire plan submittals are reviewed within 14 business days.
- Resubmittals are reviewed within 7 business days. Resubmittals are required to be accompanied by an itemized response letter.
  - *City of Newark is closed every other Friday – check schedule [HERE](#).*
- Please follow the file naming standards for online submission. Failure to rename files will cause a delay and/or rejection.
- Plans are reviewed in the order in which they are received.
- The Alameda County Fire Department does not currently offer an expedited or alternate review process.
- We do not accept or review plans identified as "Draft", "Not for Construction", "Not for Permit", etc.
- We do not allow plans from different contractors for the same scope of work. If taking over a project the initial submittal is to be canceled by the contractor who submitted the plans before new plans will be accepted.
- Inspections will only be scheduled once plans have been approved and paid for. Inspections will not be scheduled with pending applications/plan reviews.

### **Plans, Drawings and Document Requirements:**

- We only accept full sets of drawings and specifications.
  - *City of Newark: only electronic submittals are accepted, no more paper submissions:*  
<https://www.newark.org/departments/fire/fire-permits>
- Each document should be uploaded separately. For example; if you are uploading plans, calculations, and specification you will have three PDF files.
- The title block of each sheet shall include a 3"x3" space for the placement of the approval stamp. The space needs to be in the same location on each sheet.
- Plans are to be stamped (where applicable) and signed by appropriate contractor.
- Applicable Codes and Standards with editions are to be listed on the plans.
- Any redline comments or changes are required to be initial and dated by the person making the correction/comment.
- On the plans provide a clear scope of the project.
- On the plans, clearly identify all areas as to their use within project area.

*Please contact the Fire Prevention Bureau for your area, if you have any questions.*

City of Dublin	City of Emeryville	City of Newark	City of San Leandro	Unincorporated Alameda County	City of Union City
(925) 833-6606	(510) 596-3759	(510) 578-4218	(510) 577-3317	(510) 670-5853	(510) 675-5470