



# Santa Clara County Fire Marshal's Office

## Minor System Modification Program

### Contractor Checklist

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**System Type – Check one****No. of Devices**  
(10 Maximum)

- |   |       |
|---|-------|
| <input type="checkbox"/> Fire Alarm Modification (Alarm Initiation & notification devices only)     | _____ |
| <input type="checkbox"/> Fire Sprinkler (NFPA 13) (Sprinkler addition/relocation only)              | _____ |
| <input type="checkbox"/> Residential Fire Sprinkler (NFPA 13D) (Sprinkler addition/relocation only) | _____ |

**Scope of Work - Describe extent of proposed work:**

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**Small Project Conditions – Read and check box for applicable elements:**

- Santa Clara County Building Inspection Office has issued a building permit for all associated building modifications. Enter PC or BP Number, or N/A\_\_\_\_\_
- A Fire Marshal's Office permit application has been completed, including all workers' comp information, License number and project valuation (bid cost).
- Drawings clearly identify scope of work, Building address and/or number
- Drawings include entire floor plan and identify area of work within building
- Drawings clearly reference all applicable codes and/or standards
- Manufacturer's data ("cut") sheets provided for all products to be installed
- Stanford projects – Submittal has been reviewed and approved by Stanford University Fire Marshal's Office (SUFMO), drawings are stamped, and an approval letter is included with the submittal
- System modifications affect not more than ten (10) devices limited to:
  - a. Adding, removing, or relocating individual sprinklers, with no addition of branch lines or modification to sprinkler main piping.
  - b. Individual fire alarm initiating (pull station, smoke/heat detector, monitoring point, etc.) or notification (e.g.: horn/strobe) devices only.
  - c. Change of fire sprinkler system monitoring equipment due to provider change.
- System modifications do not include any new control equipment, power supplies, sprinkler mains, or new sprinkler branch lines
- Drawings have been prepared and stamped by the properly licensed contractor (C-16 for sprinklers, C-10 for fire alarm)

*For questions regarding submitting call 408-299-5762. For guideline questions call 408-299-5768*

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PC#:** \_\_\_\_\_