



Santa Clara County Fire Marshal's Office

Minor System Modification Program

Contractor Checklist

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:

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#: _____

Minor System Modification Program

The purpose of this program is to provide an expedited permit process for fire sprinkler or fire alarm system modifications of such limited scope that there is little benefit to reviewing plans prior to permit issuance. New 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 maximum of ten (10) devices (as defined below) to an existing approved automatic fire sprinkler or fire alarm system. Qualifying devices are limited to:
 - a. Adding, removing, or relocating individual sprinkler(s), with no addition of branch lines or modification of sprinkler main piping.
 - b. 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.
 - c. Change of fire sprinkler system monitoring equipment due to provider change.
2. A Fire Marshal permit will not be issued until the associated Building Permit (if applicable) has been approved. The building modifications shall not result in any change to the system design basis.
3. For Stanford University projects; Stanford University Fire Marshal's Office (SUFMO) approval is required prior to submittal to the Fire Marshal's Office. Drawings shall be stamped by SUFMO, and their comments must be provided with submittal.

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.
2. Submittal shall include a completed and signed "*Contractor Checklist*" (see back).
3. Manufacturers data "cut" sheets shall be provided for all products to be installed.
4. A building key plan shall be provided to clearly indicate location of work within the building. All main piping from the riser to the area of work shall be shown. Location of FACP shall be shown for fire alarm work.
5. Drawings shall be prepared, stamped and signed by the properly licensed contractor (C-16 for sprinklers, C-10 for fire alarm).
6. A properly licensed contractor shall perform all work.

Exception: An owner/builder may complete residential sprinkler system modifications designed by a C-16 contractor.
7. County Fire Marshal's Office (CFMO) will not review submittals for compliance prior to permit issuance. The CFMO Office Specialist or in her absence the on-duty Deputy Fire Marshal will issue the permit "over-the-counter".
8. **Submittals will be accepted on Wednesdays and Fridays from 8:00AM - 12:00 PM and 1:00 - 4:00 PM only.**
9. A standard set of approval conditions will be issued for each type of submittal and attached to the permit when issued. The project will be subject to field inspection, and the applicant shall acknowledge same by signature at time of submittal.
10. The contractor shall complete a pre-test prior to FMO inspection.

Revised 12/24/09

SANTA CLARA COUNTY FIRE MARSHAL'S OFFICE

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