



CITY OF MERCED

SITE ADDRESS _____

FIRE SPRINKLER **SUBMITTAL CHECKLIST**

For use when applying for new or modified fire sprinkler systems, or maintenance or repair to fire sprinkler systems that are covered under the scope of the California Code of Regulations Title 24, Part 9 California Fire Code and referenced standards.

This checklist outlines general requirements; information contained herein applies to typical instances and may not address all circumstances.

APPLICATION FOR A PERMIT AUTHORIZES THE CITY OF MERCED AND THEIR REPRESENTATIVES TO MAKE "RED LINE" COMMENTS ON THE PLANS WHICH HAVE BEEN APPROVED BY THE DESIGNER IN ORDER TO EXPEDITE THE PLAN REVIEW PROCESS.

REFERENCES:

- All code editions shall be those in effect at the time of submittal. See City of Merced municipal code for current adopted versions of the codes.
- California Fire Code (CFC); including Chapter 3 and Chapter 9 (901.2 & 901.5).
- NFPA 13, NFPA 13R, or NFPA 13D; as applicable, as referenced in the California Building Code and California Fire Code, and as amended by the California Building Code, California Fire Code, and City of Merced Municipal Code.
- City of Merced Municipal Code (MMC); including Design and Construction Standards.
- Modification to any of the above minimum requirements shall be received, in writing, from the City of Merced Fire Prevention Bureau and included with the submittal.
- Much of the information contained herein is from the Fire Sprinkler System Plan Review Guide produced by the Office of the State Fire Marshal.

USE THE FOLLOWING CHECKLIST FOR PLAN SUBMITTAL GUIDELINES

	YES	NO	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor's name, address, telephone number, email address, and contractor's license number.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site location, including APN & street address.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North orientation arrow.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Geographic representation of the scale used on all plans and sheets.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accurate legend with symbols for all fire sprinkler devices including the model and quantity for each device.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drawings are stamped and signed by the design professional of record.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The room number and use are indicated for all rooms and spaces.

City of Merced Inspection Services Division

678 W. 18th Street, Merced, CA 95340

• Phone (209) 385-4773 • Fax (209) 725-8775 • Email inspectionsservicesweb@cityofmerced.org •
<https://www.cityofmerced.org/departments/development-services/building-division>

	YES	NO	N/A	
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plans show the entire project area, all fire sprinkler devices (new and existing), pipe runs, risers, and point of connection.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans noted: "Installation of the fire sprinkler system shall not be started until detailed drawings and specifications have been approved by the City of Merced Fire Prevention Bureau, the applicable fees have been paid, and the permit has been issued."
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans noted: "An approved set of plans, with JOB COPY stamp, shall be on the job site and used for installation. Any deviation from the approved plans, including substitution of devices, shall be approved by the City of Merced Fire Prevention Bureau before installation."
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans noted: "Any discrepancies between the drawings and the code or recognized standards shall be brought to the attention of the City of Merced Fire Prevention Bureau for approval before being installed."
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans noted: "Upon completion of the installation of the fire sprinkler system, the installing contractor shall conduct acceptance testing and verify passing conditions, then an additional acceptance test shall be performed in the presence of the City of Merced Fire Prevention Bureau/ Inspection Services inspector."
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide floor plan(s), full height cross section(s), point of connection at sprinkler riser, and riser detail.
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plot plan with supply piping (including material and size) and points of connection at city supply and sprinkler riser, including hydrants, PIVs, FDCs, OS&Ys, backflow preventers and any other supply piping appurtenances.
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specify if the underground fire main and components are under the current scope of work, by separate permit, or existing. Include burial details and depths and thrust blocks if the underground is included in the current scope.
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Make, type, model, quantity, temperature rating, and K-factor for all sprinklers.
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pipe material type and schedule of wall thickness.
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Types, locations, and details for all hangers, sleeves, bracing, and methods of securing the pipe and other system equipment, including load calculations for seismic and sway bracing where applicable.
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic calculations as required per the applicable NFPA standard, including summary sheet, detailed worksheets, and a graph sheet. Approved fire flow test data within the timeframes and parameters required by the City of Merced Municipal code shall be included.
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic calculations shall also include date, name and address of contractor or designer, location, name of owner and tenant, building number or other identification, description of hazard or hazard category, and system design requirements per the applicable codes and standards.

City of Merced Inspection Services Division

678 W. 18th Street, Merced, CA 95340

• Phone (209) 385-4773 • Fax (209) 725-8775 • Email inspectionsservicesweb@cityofmerced.org •
<https://www.cityofmerced.org/departments/development-services/building-division>

	YES	NO	N/A	
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material data sheets with UL listings for all system components. Where multiple options are shown the applicable component(s) shall be highlighted or otherwise identified.
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicable codes and standards shall be shown in the code analysis on the title sheet.
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross sections shall have structural members shown for clarity and include ceiling construction and method of protecting non-metallic pipe.
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All fire-rated walls within the project area are shown and identified.
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details and listing numbers of through-penetration fire stop systems.
26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specify if the fire-stopping is part of the scope of work or “by others”.
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clearly identify all concealed spaces, closets, attics, and bathrooms. Concealed spaces shall be labelled as combustible or non-combustible per the definitions in the relevant codes and standards.
28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All areas with sprinkler coverage omitted shall include the code section allowing the omission.
29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total area (in square footage) protected by each system (riser) on each floor.
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of sprinklers on each riser, per floor.
31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nominal pipe sizes and cutting lengths of pipe (or center to center dimensions). Where typical branch lines prevail, it shall be sufficient to size only one typical line.
32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Size and locations of standpipe risers, hose outlets, hand hoses, monitor nozzles, and related equipment.
33.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provisions for flushing and acceptance testing.
34.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specify if the system has a pump and if it is part of the current scope of work, by others, existing, or abandoned/ removed.
35.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specify fire sprinkler monitoring.

UPDATED 01/2025

City of Merced Inspection Services Division

678 W. 18th Street, Merced, CA 95340

• Phone (209) 385-4773 • Fax (209) 725-8775 • Email inspectionsservicesweb@cityofmerced.org •
<https://www.cityofmerced.org/departments/development-services/building-division>