

5.06 Requirements for SFFD Approval of Temporary Permits of Occupancy for New or Change of Use High-Rise Buildings (2016)

Reference: SFFC Section 105.3.3

Purpose: To outline the minimum requirements for Fire Department approval of temporary permits of occupancy for new high-rise buildings. This bulletin is a generic guideline intended to assist all parties in understanding what the Fire Department expects prior to any formal occupancy of the building.

I. GENERAL NOTES:

- A. The Fire Department reserves the right to add or change requirements based on building design.
- B. Any deviations from the following list (Item II below) must be approved in writing by the Fire Marshal.
- C. All phased occupancy proposals should be submitted to the Fire District Inspector well ahead of any planned testing or anticipated occupancy.
- D. This document addresses only Fire Department requirements, although compliance with all other agencies having authority is required in addition to Fire Department approval.

II. BUILDING REQUIREMENTS

- A. The sprinkler system for the entire building shall be complete and approved. All components shall be installed, inspected, and approved, including the secondary water supply, fire pump, secondary power source, pressure reducing valves, control valve signage, and system monitoring. The fire pump test shall be complete and in accordance with the Edition of NFPA 20. The shutdown of sprinkler systems shall be only when necessary for working on the system, and shall be during working hours. At the close of business each day, the system shall be restored to full operational status on every floor. Sprinkler contractor shall be responsible for notifying the central station monitoring company when sprinkler zones will be shut down for modifications.
- B. Class I wet standpipes shall be complete and approved for all areas of the building. Isolation valve shall be provided with identification signage.
- C. The fire alarm/voice system shall be complete and approved for all base building and common areas of the building. In addition, the fire alarm system shall be complete on the floors of occupancy, one floor above, and all floors below the floor of occupancy, including smoke detectors required by the SFFC Section 907.2.13.1 and the San Francisco Mechanical Code for HVAC equipment and systems serving occupied areas. The fire alarm and sprinkler systems shall be monitored by an approved central station monitoring company. Smoke detector covers shall be removed for all of the areas required to be protected by the fire alarm system. Unoccupied tenant spaces shall be provided with minimal notification devices at the base building phase, dependent on the size of the tenant space, with the balance of devices to be provided prior to occupancy of these areas.
- D. The fire department radio communication system (ERRCS) or wired communication system must be fully operational and approved.

- E. Exiting systems shall be complete including necessary stair pressurization systems. Occupied floors shall be in full compliance with the code. Means of egress from occupied areas shall have the minimum required unobstructed width to the public way, including unobstructed sidewalks. Unoccupied floors shall be provided with adequate exiting for construction workers. Enclosed stairs shall be complete prior to any occupancy, for exiting and Fire Department access.
- F. HVAC and Smoke control systems shall be complete for areas to be occupied, and for areas that affect the occupied areas (dependent on design). For example, the typical office floor requires a pressure differential between the fire floor, the floor above the fire floor, and the floor below the fire floor. In this case, all required pressure differentials must be met. Required exit stairs and stair vestibules shall be pressurized and have required special inspections completed. Minimum and maximum pressure differentials shall be achieved as specified in the smoke control report. Prior to any occupancy of the building, the base building special inspection report for smoke control, as well as interim reports for any areas to be occupied shall be submitted and approved. It is highly recommended that the smoke control author be included early on any phased occupancy planning.
- G. Emergency and standby power systems per the SFFC Section 604.2 shall be complete for all occupied areas, the base building, common areas and exit stairs.
- H. At least one elevator that serves the entire building shall be fully operational and approved by the California State Elevator Inspector, DBI, and SFFD in all aspects, including manual and automatic elevator recall, and elevator shunt trip features, if required. One-hour rated elevator lobbies serving this elevator shall be constructed for all floors prior to occupancy of any area. In buildings that require a firefighter access elevator, that elevator must be operational and comply with all requirements in Section 3007 of the SFBC and Administrative Bulletin 5.08. For buildings that have occupant egress elevators in accordance with Section 3008 of the SFBC, the elevators must be operational and all requirements of the Building Code must be complete.
- I. All fire-resistive construction shall be complete on occupied floors and all floors below, including fireproofing, enclosure of floor openings (shafts), rated floor assemblies, etc. All required special inspection reports for these areas shall be submitted and approved.
- J. Standby power for all required systems shall be provided and approved. The following documentation The following documentation will be required prior to approval:
 - 1. Evidence of prototype test
 - 2. Certification from the supplier that the installation complies with the currently adopted Edition of NFPA 110, including a copy of results of the tests required by Section 7.13.12. (Advance notification shall be provided to the SFFD and DBI, and EID)
 - 3. Copy of the full load test report. An installation acceptance test must be performed in accordance with NFPA 110, Section 7.13. Advance notification of this test shall be provided to the SFFD and DBI/EID.
- K. Evacuation plans shall be submitted to the Bureau of Fire Prevention, High-rise section. Approved evacuation signage, permanent or temporary, shall be posted on all occupied floors. Permanent stair identification signage shall be installed at each floor level per SFFC Section 1023.9
- L. The Fire Command Center shall be complete and in accordance with the SFFC Section 508.1 and 508.6.

- M. When stairway doors are locked from the stairway side, compliance with the SFFC Section 1023.9. Refer to SFBC Section 403.5.3.
- N. Fire Department permits shall be obtained for all relevant items related to occupancy of the building such as diesel fuel storage and use (generators and fire pumps), refrigeration machinery rooms, public assemblies, etc.
- O. Fire Department access roads shall be completed prior to occupancy.
- P. A time line proposal for outstanding work shall be submitted in writing to the Fire Department for review and approval.