

5.06 Requirements for SFFD Approval of Temporary Permits of Occupancy for New or Change of Use High-Rise Buildings (2025)

Reference: 2025 CFC 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

1. **Additions/Changes.** The Fire Department reserves the right to add or change requirements based on building design.
2. **Deviations.** Any deviations from the following list (Item II below) must be approved in writing by the Fire Marshal.
3. **Phased Occupancy Proposals.** All phased occupancy proposals should be submitted to the Fire District Inspector well ahead of any planned testing or anticipated occupancy.
4. **Compliance with AHJs.** 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

1. **Sprinkler System.** The following items shall be apply for the sprinkler system:
 - A. **Completed and Approved.** 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.
 - B. **Fire Pump Test.** The fire pump test shall be complete and in accordance with NFPA 20.
 - C. **Shutdown of Sprinkler System.** The shutdown of sprinkler systems shall be only when necessary for working on the system, and shall be during working hours only. At the close of business each day, the system shall be restored to full operational status on every floor. The sprinkler contractor shall be responsible for notifying the central station monitoring company when sprinkler zones will be shut down for modifications.
 - D. **Standpipes.** Class I wet standpipes shall be complete and approved for all areas of the building.
 - E. **Isolation Valve Identification.** Isolation valves shall be provided with identification signage.

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2. **Fire Alarm/Voice System.** The following conditions shall apply for the fire alarm/voice system:
 - A. **Complete and Approved.** The fire alarm/voice system shall be complete and approved for all base buildings 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 2025 CFC Section 907.2.12.1.1 and the 2025 San Francisco Mechanical Code for HVAC equipment and systems serving occupied areas.
 - B. **Monitored.** The fire alarm and sprinkler systems shall be monitored by an approved central station monitoring company.
 - C. **Smoke Detector Covers.** Smoke detector covers shall be removed for all of the areas required to be protected by the fire alarm system.
 - D. **Unoccupied Tenant Space Notification.** 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.
3. **ERCES.** The fire department communication system (ERCES) or wired communication system must be fully operational and approved.
4. **Exiting Systems.** The following items shall apply for exiting systems:
 - A. **Complete and Approved.** Exiting systems shall be complete and approved, including necessary stair pressurization systems.
 - B. **Occupied Floors.** 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.
 - C. **Unoccupied Floors.** Unoccupied floors shall be provided with adequate exiting for construction workers.
 - D. **Enclosed Stairs.** Enclosed stairs shall be complete prior to any occupancy, for exiting and Fire Department access.
 - E. **Locked Stairway Doors.** When stairway doors are locked from the stairway side, compliance with the 2025 CFC Section 1023.9. Refer to 2025 CBC Section 403.5.3.
5. **Evacuation Plans.** 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 2025 CFC Section 1023.9

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6. **HVAC and Smoke Control Systems.** The following items shall apply for HVAC and smoke control systems:
 - A. **Complete and Approved.** HVAC and Smoke control systems shall be complete and approved 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.
 - B. **Stairs and Vestibules.** Required exit stairs and stair vestibules shall be pressurized and have required special inspections completed.
 - C. **Pressure Differentials.** Minimum and maximum pressure differentials shall be achieved as specified in the smoke control report.
 - D. **Special Inspection 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.
7. **Emergency and Standby Power Systems.** The following items shall apply for emergency and standby power systems:
 - A. **Complete and Approved.** Emergency and standby power systems per the 2025 CFC Section 1203.2 shall be complete and approved for all occupied areas, the base building, common areas and exit stairs.
 - B. **Documentation.** Emergency and standby power for all required systems shall be provided and approved. 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 2025 NFPA 110, including a copy of results of the tests required by Section 7.13.3. (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 2025 NFPA 110 Section 7.13. Advance notification of this test shall be provided to the SFFD and DBI/EID.
8. **Elevators.** The following items shall apply for elevators:
 - A. **Inspection.** 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.

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- B. **Elevator Lobbies.** One-hour rated elevator lobbies serving this elevator shall be constructed for all floors prior to occupancy of any area.
 - C. **FSAE.** In buildings that require a fire service access elevator (FSAE), that elevator must be operational and comply with all requirements in 2025 CBC Section 3007 and 2025 SFFD Administrative Bulletin 5.08.
 - D. **OEE.** For buildings that have occupant evacuation elevators (OEE) in accordance with 2025 CBC Section 3008, the elevators must be operational and all requirements of the Building Code must be complete.
9. **Fire-Resistive Construction.** 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.
10. **Fire Command Center.** The Fire Command Center shall be complete and in accordance with the 2025 CFC Sections 508.1, 508.1.2, 508.1.1, 508.1.6, 508.1.6.1, and 508.1.8.
11. **Operational Permits.** Fire Department operational 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, battery system storage, etc.
12. **Fire Department Access Roads.** Fire Department access roads shall be completed prior to occupancy.
13. **Timeline Proposal.** A timeline proposal for outstanding work shall be submitted in writing to the Fire Department for review and approval.