

HANDOUT –

FIRE CODE ASSEMBLY PERMIT

Background:

The City of Fremont, in its commitment to fire and life safety, has adopted the 2019 California Fire Code (CFC). The 2019 Fire Code contains the necessary information required for a Fire Code Assembly Permit. When a permit is applied for, a drawing detailing all the required code information (per the 2019 California Fire Code and the 2019 California Building Code) shall be included. This information will assist the plan checker in a complete and expeditious review of the submittal, as well as provide the information necessary for the required inspection.

What is a Fire Code Assembly Permit and why do I need one?

The 2019 CFC (Section 105) requires a permit for the use of all Group A occupancies - places of assembly. As defined by the California Building Code (CBC), Chapter 3: Group A Occupancies include the use of a building or structure, or a portion thereof, for the gathering together of 50 or more persons for purposes such as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation or motion picture and television production studio sound stages, approved production facilities and production locations. For a room or space used for assembly purposes by less than 50 persons or is less than 750 square feet in area and accessory to another occupancy and its specific conditions, please refer to the CBC (Chapter 3).

Where do I apply for this permit, and how much will it cost?

A fire code assembly permit may be applied for at the Development Services Center, located at 39550 Liberty Street. Fee information may be obtained by contacting the permit center to request a current fee schedule at (510) 494-4460.

How long does the entire process take?

Fire code assembly permits may be plan checked by appointment only, on an “over the counter” basis provided a complete plan is submitted. Contact the permit center appointment request line, (510) 494-4461 to schedule an appointment. If additional information is required, the time for plan approval will be extended accordingly. Once the plan review is approved, an inspection must be scheduled with the building inspector-fire specialist prior to occupancy. Allow a minimum of 24 hours for scheduling the inspection. If field conditions are in accordance with the City approved plans, the fire code assembly permit will be finalized allowing occupancy of the assembly area.

What information do I submit?

1. Building Permit Application Form.
2. Three (3) Sets of Plans

The following items are necessary for the review and approval of the fire code assembly permits. Additional information may be required based on individual use.

1. Street address and name of occupant.
2. Use and occupancy classification as defined by the CBC, Chapter 3.
3. Indicate the maximum occupant load as required by the CBC, Section 1004 (include calculations). Occupant load (OL) shall not exceed the following:

- a. For areas having fixed seats and aisles, the OL shall be determined by the number of fixed seats installed. In areas in which fixed seats is not installed, such as waiting areas, shall be determined in accordance with the following:
 - i. Concentrated (chairs only – not fixed) – 1 person for every 7 square feet
 - ii. Standing Space – 1 person for every 5 square feet
 - iii. Unconcentrated (tables and chairs) – 1 person for every 15 square feet
 - b. For areas having fixed seating without dividing arms (bleachers), the OL shall not be less than the number of seats based on one (1) person for each eighteen (18”) inches of seating length.
 - c. The occupant load of seating booths shall be based on one (1) person for each 24 inches of booth seat length measured at the backrest of the seating booth.
4. Location of posted maximum occupant load signs.
 5. A detailed floor plan showing all furniture, type of seating (fixed or non-fixed), aisle arrangements and exit locations.
 6. If this application is for an A occupancy in a building that is used for other purposes (i.e. an office building with a training room or cafeteria), a floor plan of the entire building shall be submitted. The plan shall define the area used for assembly purposes, and shall show all exits and exit corridors used by the occupants of the assembly area.
 7. Fire extinguisher locations.
 8. All combustible decorative materials NOT meeting the flame propagation performance criteria of NFPA 701 shall not exceed 10 percent of the aggregate area of walls and ceilings as determined by procedures set forth in Chapter 8 of the 2019 CBC.
 9. Exits shall have panic hardware per Section 1008.1.10 of the 2019 CBC.
 10. Group A occupancies shall be provided with a manual fire alarm system in accordance with Section 907.2.1 of the 2019 CFC.
 11. Exit signs shall be internally or externally illuminated, with an emergency power supply per 2019 CBC, Section 1011. Floor level exit signs shall be provided in all interior corridors.
 12. Means of egress shall be illuminated at an intensity of not less than 1 foot candle at the floor level per the 2016 CBC, Section 1006. (Occupant load exceeding 299 people)
 13. Indicate on plans the existence of a fire sprinkler system.

To assist you in an expeditious plan review, it is important that the information provided be detailed and complete. For questions concerning the interpretation, or application of specific code sections, contact the permit center for assistance at (510) 494-4460.

Who is qualified to design the floor plan/drawing?

This information must be prepared by a qualified person, one who possesses the knowledge and skill that is needed to design a floor plan with all code related information included in an accurate and detailed format.

Once the work has been completed and the permit is final, what should I expect?

The Fire Prevention Bureau will contact persons responsible for this facility, to renew the Fire Code Assembly Permit. An annual fee is charged after the first year of use. A fire inspection is typically made once a year by the Fire Department to confirm compliance with the original submittal. At all times, please keep a copy of the City of Fremont approved plans at the address listed on the permit. These plans will be used when the Fire Code assembly inspection is performed.