



COALINGA FIRE DEPARTMENT

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CITY OF COALINGA FIRE DEPARTMENT		
FIRE PREVENTION STANDARD		
STANDARD TITLE:	401.016 FIRE RELATED CONSTRUCTION ADDENDA	
STANDARD NUMBER: 401.016	EFFECTIVE DATE: 1 October 2022	REVISION DATE: 1 October 2022

PURPOSE

This policy has been established to provide direction for all disciplines and trades involved in the construction process who submit plans to the Coalinga Fire Department (CFD or Department) for review and approval, most commonly fire sprinkler plans and fire alarm plans.

APPLICATION

This policy applies to designers, firms, contractors, and installers to ensure they understand the requirements for the submission of addendums to previously approved plans.

OPERATIONAL POLICY

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OPERATIONAL GUIDELINE

Based upon the need for uniformity in application across the Department's diverse service delivery area, and after careful deliberation, the Department has determined the following:

1. Changes to approved installation plans (regardless of system type) that are made in the field will require updated construction plans to be prepared and submitted to the Department for review and approval.
2. It is the responsibility of the designers, contractors, or installers to have addendum plans prepared and submitted to the Department for review and approval when any changes to approved construction drawings are made. Normal plan review turnaround times apply.
 - a. To determine if an addendum plan is required, designers, contractors, or installers should consult the explanatory material of the applicable installation standard for the construction they are performing for guidance.



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3. Anytime addendum plans are required by CFD staff, updated construction plans are to be prepared and submitted to the Department for review and approval. A hold will be placed in the Department's permit tracking system and no inspections will be scheduled or conducted until the addendum plans have been approved.
4. Addendum plans may be required for tenant improvement in an existing building or for newly constructed buildings.
5. Addendum plans must be prepared in accordance with applicable Department policies.
6. "As-built" plans are not an acceptable alternative to addendums.

PROCESS

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INFORMATION

As noted in the *California Fire Code (CFC)*, the fire code official has the authority to formulate policies they deem necessary based upon local conditions including those related to plan submittals for systems and installations.

Plans submitted to the Department must meet a minimum standard to be reviewed. For fire sprinkler plans, these requirements are outlined in *Fire Prevention Manual*, Section 401.011, Fire Sprinkler Plan Specifications. For fire alarm plans, these requirements are outlined in *Fire Prevention Manual*, Section 401.012, Fire Alarm System Plan Specifications.

Once plans have been reviewed and approved by the Department, installation work may begin. As work progresses, construction changes by other trades may cause the installation to be altered from the Department approved plans.

When this occurs, it is the responsibility of designers, contractors, or installers to have an



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addendum plan prepared and submitted to the Department for review and approval of the changes. There is no adopted definition in the *California Building Code (CBC)* or *CFC* for minor deviations from approved plans. The Department recognizes that the lack of a common definition for what that means can create difficulty, with each person evaluating required field changes differently based on their respective position (regulator vs. contractor). However, changes to approved plans that are made in the field that require updated construction to be prepared are, by their very definition, significant and are likely to impact system performance. Several adopted *National Fire Protection Association (NFPA) Standards* require that the authority having jurisdiction (AHJ) approve field changes from approved plans. For example, *NFPA 13*, Automatic Sprinkler Systems, Chapter 23, Plans and Calculations, Section 23.1.2, requires approval from the AHJ when there are deviations from the approved plans, without exception. *NFPA 13*, *NFPA 72*, and the *CFC* also do not differentiate from the existing built environment or new construction, when it relates to plan submittal documents.

The *CFC* also requires that addendum plans follow the provision of *CFC*, Section 105.4.5, Amended Construction Documents, which outlines specific requirements related to when addendum plans are to be prepared.

At times, field installation personnel fail to grasp how significant field changes made to a fire protection system effect performance. Any field change made to a fire protection system by installation personnel warrant additional review by the Department.

The Department has experienced an increasing number of final inspections failing due to addendum plans not being submitted in a timely manner, causing delays in completion of projects. Additionally, contractors have stated that the delay is being caused by CFD when the fact is contractors failed to submit the required addendum plans in a timely manner when notified to do so by CFD staff during field inspections.

The increase in these instances caused CFD to review the current policy and determine that it is in the best interest of all parties involved to discontinue allowing inspections to be scheduled and/or conducted until the addendum plans have been approved.

In the past, the Department allowed an outdated process of requiring "as-built" plans from many contractors; however, this process was labor intensive for Department staff. Additionally, there were many cases where required plans were never submitted or the



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submitted plans were not code compliant, which caused additional delays in projects.

As such, the current process of not allowing any inspections to be scheduled or conducted until addendum plans have been submitted, reviewed, and approved is warranted from a practical application and cost of service standpoint.

DEFINITIONS

This section intentionally left blank.

CROSS REFERENCES

Administrative Manual

Section 401.011, Fire Sprinkler Plan Specifications
Section 401.012, Fire Alarm System Plan Specifications

California Building Code (CBC), current edition

California Fire Code (CFC), current edition

Chapter 1, Administration, Section 105.4.5, Amended Construction Documents

National Fire Protection Association (NFPA)

Standard 13, Automatic Sprinkler Systems, Chapter 23, Plans and Calculations, Section 23.1.2

National Fire Protection Association (NFPA)

Standard 72, National Fire Alarm and Signaling Code