

 	STANDARD OPERATING POLICY AND PROCEDURE Community and Economic Development and Golder Ranch Fire District	Number: 8-1
Subject: Minimum Fire Code Requirements for Tenant Improvement Permits		Approval Date: June 8, 2006
Approval: Chuck King, Building Official		Effective Date: June 8, 2006

1.0 PURPOSE

Golder Ranch Fire District (GRFD) provides the Fire plan review and inspection services for the Town. This SOP is the GRFD corollary to the Town's Requirements for Tenant Improvements.

2.0 DISTRIBUTION

Public, Community and Economic Development (CED) Personnel

REVISION HISTORY

February, 2016

January, 2019 (code update)

3.0 CODE REFERENCE

2018 International Fire Code (IFC)

Oro Valley SOP 1-2, Permit Issuance Requirements for Tenant Improvements.

4.0 POLICY

Prior to issuance of a Tenant Improvement (T.I.) construction permit:

1. Fire apparatus access road shall be completed and in service.
2. Fire hydrants shall be installed and in service.
3. The building address shall be posted in an approved location.
4. If the shell building automatic fire sprinkler system was a deferred submittal, the sprinkler system permit shall be applied for, approved, and installed.

Prior to T.I. combustible material delivery, storage, or installation:

1. Fire Department Access -The fire department shall not be deterred or hindered from gaining ready access to fire protection equipment or fire hydrants. Vehicles, equipment, and construction materials shall not be parked, placed, or stored within 15 feet of a fire department sprinkler system connection (FDC) or a fire hydrant.
2. Fire Department Key Box -An approved fire department key box shall be installed at a pre-approved, readily accessible location on the building. Tenant door keys that will provide access to all structures for fire-fighting and life-saving purposes, shall be provided and maintained current in the key box. When re-keying occurs to spaces, an updated key shall be provided to Golder Ranch Fire Department, to be added to the key box.
3. Automatic Sprinkler System -The shell building's automatic sprinkler system piping, valves, sprinklers, FDC, and all appurtenances shall be tested, approved, and in service. Monitoring by an approved central station, proprietary supervising station, or remote supervising station will not be required until a certificate of occupancy (C of O) is issued for the first tenant improvement (T.I.) in a building; however, a local flow alarm bell on the exterior of the building shall be in service. Automatic sprinkler system control valves shall be chained and locked in the open position.

Tenant Improvement modifications to the automatic sprinkler system shall require the following actions:

- 3.1 No modifications or additions to the automatic sprinkler system shall occur without an approved plan and issued permit.
- 3.2 Notification shall be made to all other occupants of the building when the sprinkler system is intended to be shut down, with an approximate time the system will be out of service.

- 3.3 The sprinkler system shall be promptly restored to service after the sprinkler system modification work is completed. Notify all occupants of the building that the sprinkler system has been restored to service.
- 3.4 The sprinkler system shall not be out of service for more than eight (8) hours in a twenty-four hour period without prior written authorization from the *Fire Code Official*.
4. Fire Extinguishers -Each T. I. space under construction, alteration, or demolition, shall be provided with not less than one approved portable fire extinguisher. Fire extinguishers shall be conspicuously located where they will be readily accessible and immediately available in the event of fire.
5. Debris -Combustible debris shall not be allowed to accumulate within buildings and shall be removed from buildings at the end of each work day. Materials susceptible to spontaneous combustion, such as oily rags, shall be stored in a listed disposal container.
6. Smoking -Smoking shall be prohibited within the building. Ashes and similar waste materials shall be disposed of into an approved container.
7. Construction Equipment -Internal-combustion-powered construction equipment shall be used in accordance with all of the following conditions:
- 7.1 Equipment shall be located so that the exhaust does not discharge in the direction of immediately adjacent combustible materials.
- 7.2 Exhausts shall not discharge toward the interior of the building.
- 7.3 Equipment shall not be refueled while in operation.
- 7.4 Fuel for equipment shall be stored in an approved location outside of the building, and not less than twenty feet from the equipment.

Inspections:

Request inspections not less than forty-eight hours prior to need. Call 520-825-5959 and identify that the project is located within Oro Valley, provide the address, application number, type of inspection needed, date the inspection is requested for, person and company requesting the inspection, and their phone number. Once scheduled, a *Fire Inspector* will contact the requestor to confirm the inspection.