

**SUNLAND PARK
FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE**



**PLAN SUBMITTAL
REQUIREMENTS**

Table of Contents

Table of Contents	Page 2
General Information and Scope of Work Letters	Page 3
Scope of Work Letter Requirements	Page 4
Plan Submittal and Final Acceptance Process	Page 5
Electronic Submitted Plans	Page 5
Plan Submittal Requirements	Page 6
Fire Alarm System	Page 7
Fire Sprinkler System	Page 8
Fire Pump	Page 9
Water Storage Tanks	Page 10
Wet Chemical Suppression System	Page 11
Clean Agent System	Page 12
Final Acceptance Checklist	Page 13

GENERAL INFORMATION

CERTIFICATE OF FITNESS

All applicants providing a submittal of plans for any fire protection system shall possess a valid Certificate of Fitness from the NM State Fire Marshals Office (SFMO) in accordance with NMAC 10.25.2. A copy of the Certificate of Fitness shall be present on any job site where any installation, inspection, or maintenance of a fire protection system is being conducted. The original shall be placed in a conspicuous location at the main office.

If your company does not possess a valid Certificate of Fitness, you are required to contact the NM State Fire Marshals Office at (505) 476-0080 or online at <https://www.nmdhsem.org/state-firemarshal/code-enforcement/#code> to obtain an application form. No work can be done on fire protection systems in the State of NM without this.

A valid Certificate of Fitness, along with the original signed and approved plans or Scope of Work letter shall be on-site whenever any installation, modification, or alterations are being conducted on fire protection systems. This will be verified by the Fire Marshal.

SCOPE OF WORK LETTER

Applicants may submit a Scope of Work Letter to be reviewed and approved by the Fire Marshal. The intent of a Scope of Work Letter is to allow for Fire Protection Systems to be modified or altered when only minor changes are to be made, which does not cause a significant change to the originally approved design. Many factors are considered prior to approving the acceptance of a Scope of Work Letter. Alterations to fire protection systems with 10 or less appliances, or a fire sprinkler system with 19 heads or less, may be eligible to obtain a Scope of Work Letter.

A NM Licensed PE stamp is not required on the Scope of Work Letter. Documented findings of review and analysis of the system, with requested alterations, shall be conducted and certified by a minimum of a NICET Level III for the respective system (excluding wet chemical extinguishing systems).

A Scope of Work Letter shall be submitted on company letter head, with the following information:

1. Date submitted
2. Complete name of the building and/or Project
3. Complete physical address, to include city, county, state, and zip code of the job site.
4. IFC 2015 Occupancy Classification
5. Occupant load of building or specific areas.
6. Square footage of each fire area(s).
7. Name of Fire Protection Installer with full address and telephone number.
8. NM Certificate of Fitness number
9. Fire Protection Installer Point of Contact name, title, direct telephone number, and email address.
10. The NICET certified party name, certification number, expiration date of certification, and signed initials shall be on the plans.
11. All manufacturers specification sheets.
12. Scope of Work and applicable notes.
13. Number of devices or appliances to be altered, installed, or relocated.
14. An area designated to sign upon approval shall be provided. This area shall include a line for the date, title, printed name, and signature of the Fire Marshal.

Plan Submittal / Final Acceptance Process

- Submit hard copy of the plans in person or mail to Fire Station #1, 1030 Mc Nutt Rd, Sunland Park, NM 88063, or an electronic copy can be submitted to plans.spfd@sunlandpark-nm.gov
- Please follow guidance for **Electronically Submitted Plans** in next section.
- Submit (2) hard copies or (1) electronic copy for review. After approval, a stamped electronic copy will be emailed to the address provided. (2) color copies of the plans at minimum, along with the acceptance letter, shall be printed and available at time of Final Acceptance.
- Upon receipt of plans, they will be entered into the ledger and reviewed on a first come, first serve basis.
- Plans are either stamped as APPROVED, CONDITIONAL APPROVAL, or REJECTED. Plans that do not contain the required information will be rejected.
- Plans should be reviewed within 15 to 30 days, however there may be delays due to increased plan submittals.
- Installations, modifications, or alterations to a fire protection system **SHALL NOT** begin until such time that the plans have been stamped as reviewed and approved by the Fire Marshal and this office.
- If plans received are to be mailed back, a prepaid return label shall be submitted with the plans.
- After fire protection systems have been installed in accordance with the plans, a full pre-test shall be conducted in accordance with NFPA standards. If failures exist, the system(s) shall be corrected and pre-tested until such time they pass successfully.
- If there are multiple fire protection systems, all shall be pre-tested and function properly in accordance with all applicable laws, codes, and standards.
- A project that may be phased or have several fire protection systems will have all representatives contacted and verification will be made by the superintendent, general contractor, and/or project manager to ensure all the systems have been properly tested, pass, and are ready to schedule a Final Acceptance Test.
- Send a completed **Final Acceptance Checklist** by email to plans.spfd@sunlandpark-nm.gov
- The Fire Marshal will schedule and conduct a Final Acceptance Test. Approved and stamped plans by this office, manufacturers specifications, testing documentation, and a representative from each system being tested shall be on site during process.

Electronically Submitted Plans

Electronically submitted plans shall contain all the required information in the Plan Submittal Requirement section of this document, and additionally:

- You are only able to submit (1) one electronic copy per email.
- Electronic files should be e-mailed to plans.spfd@sunlandpark-nm.gov
- Subject line of the e-mail shall be the Project Name, project address, and indication of fire protection system to be reviewed, approved, and tested. Example below:
 - Village Elementary, 1342 Anywhere, Fire Alarm
- The electronic plans submission file shall be named as follows: Project Name, revision, Date submitted, and type of fire protection system. Example below:
 - Village Elementary, Initial, 02.10.2021, Fire Sprinkler
 - Village Elementary, Revision 2, 03.20.2021, Fire Sprinkler

Plan Submittal Requirements

The City of Sunland Park Fire Department has adopted the International Fire Code, 2015 Edition, which requires the submittal of construction documents for all fire protection systems within the jurisdiction of the City of Sunland Park, NM. All the following is required information that shall be submitted.

- Complete name of the building and/ or Project.
- Complete physical address, to include city, county, state, and zip code of job site.
- 2015 International Fire Code Occupancy(ies) Classification(s).
- Occupant Load of building or specific areas.
- Square footage of each fire area(s).
- All fire protection system(s) installed or to be installed and locations.
- Elevator locations, new or existing, and whether equipped with Firefighter Recall.
- Name of Fire Protection Installer with full address and telephone number.
- Fire Protection Installer Point of Contact name, title, direct telephone number, and e-mail address.
- NM Certificate of Fitness License Number
- NM Licensed Professional Engineer stamp with original signature on each page. Signature shall be in other than Black ink or signed digitally. No other will be accepted.
- Fire Protection System designers shall be a minimum of NICET Level III or higher for water-based fire protection systems and fire alarm system design. The NICET certified party name, certification number, expiration date of the certification, and signed initials shall be placed onto the plans.
- Each plan page shall provide a minimum 3 x 5" box to apply Fire Marshal's Office stamp.
- Plans shall include a scale and indicate a north arrow.
- Device legends and symbols in accordance with NFPA 170 (Standard for Fire Safety and Emergency Symbols), or other symbols approved by the Fire Marshal / AHJ.
- Legend shall indicate a symbol for each device, appliance, appurtenance related to fire protection systems.
- Site plan with specific areas of work, no-work, and phased work as applicable.
- Phased work shall be included on separate sheets of submitted plans.
- Floor plan shall indicate location of all fire protection system(s) and appurtenances, and whether new or existing, full, or partial, and indicate if at other than ground level.
- (2) Two hard copies or (1) electronic copy shall be submitted. Hard copy of plans shall not exceed a width of 36 inches.
- Digital plans shall be submitted in PDF, or other approved digital method so long as the Fire Code Official can support the program. Digital plans shall include all required information.
- Digital plans may be submitted to plans.spfd@sunlandpark-nm.gov
- All indoor rooms and outdoor areas shall be properly identified by name and/or usage.
- Location, labeling and number of alarm-initiating devices and alarm notification appliances on the floor plan.
- Drawings and calculations shall clearly show a floor plan of each story, indicating the location of all exits, areas of refuge, walls, partitions, and fire rated assemblies, and the intended use of each area, room, or void space.

Fire Alarm – Plan Submission Requirements

All submissions for fire alarm installations shall include all the Required information from Plan Submittal Requirements and the following:

1. The system must be designed in accordance with NFPA 72, 2013 Edition or newer.
2. Type and classification of fire alarm system wiring.
3. Riser diagram with single line riser diagram for the devices on the fire alarm system for:
 - a. Initiating devices
 - b. Notification appliances with candela rating and mounting selection
 - c. Elevator recall
 - d. Door hold open devices
 - e. Access control devices
 - f. Egress control devices
 - g. Module relays
 - h. Indication whether new or existing on each appliance appurtenance
4. Sequence of Operations diagram.
5. Fire alarm equipment and/or manufacturers specifications for all devices/equipment.
6. Communicator selection and location.
7. Fire Document box location.
8. Approved signage indicating “Fire Alarm Control Panel located inside”.
9. Source of Primary and Secondary power.
10. Battery and voltage drop calculations, if applicable.
11. HVAC units rated over 2000 CFM shall have duct detection.
12. All fire protection and life safety systems such as water supply tanks, fire pumps, generators shall be monitored by the fire alarm control panel.
13. Fire Alarm Control Panel shall be installed in an approved location. An annunciator may be required at an approved location by the Fire Marshal.
14. A Record of Completion, as outlined in NFPA 72, 2013 Edition, shall be provided by the installing contractor prior to requesting to schedule a Final Acceptance Test.
15. Where field conditions dictate any changes from the approved plans, a set of amended construction documents, known as “as-builts”, shall be submitted for review and approval. These plans shall comply with all Plan Submittal Requirements.

Fire Sprinkler – Plan Submission Requirements

All submissions for fire sprinkler installations shall include all the Required information from Plan Submittal Requirements and the following:

1. Design in accordance with NFPA 13, 13R, and 13D, 2013 Edition or newer.
2. Type and schedule of piping.
3. Fire sprinkler riser diagram with:
 - a. Inlet from below ground
 - b. FDC
 - c. Backflow preventer(s)
 - d. Indicating valves (supply, test valves, and drain valves)
 - e. Water flow switches
 - f. Main drain valve
 - g. Standpipes
 - h. Fire hydrants, to include hydrants used to perform flow tests.
 - i. All specifications for valves, backflow preventers, piping, Victaulic connectors, seismic bracing, hangars, sprinkler heads, escutcheons, flex pipes, etc.
4. Fire sprinkler equipment and/or manufacturers specifications.
5. Indication of water source(s).
6. Hydraulic calculations with a minimum of a 10% safety factor.
7. Location of connected systems such as water supply tanks, fire pumps, and generators.
8. System riser detail shall include spare sprinkler box, appropriate number of sprinkler heads, sleeve with appropriate nominal spacing at the base of the riser, and approved signage indicating “Fire Sprinkler Riser Room”.
9. A signed above-and below-ground test certificates, as outlined in NFPA 13 2013 Edition, shall be provided by the installing contractor prior to requesting to schedule for a Final Acceptance Test.
10. Where field conditions dictate any changes from the approved plans, a set of amended construction documents, known as “as-builts”, shall be submitted for review and approval. These plans shall comply with all Plan Submittal Requirements.
11. Drawings shall clearly indicate total area, expressed in square feet, per floor protected by each system riser.
12. Drawings shall include full-height cross-section elevation detail(s) indicating construction, and vertical/horizontal distances of sprinklers relative to underside roof/ceiling and structural members.
13. Drawing legend shall indicate the manufacturer, temperature rating, orifice size, hydraulic K-Factor, and quantity of each type of sprinkler to be installed.
14. Provide a copy of water flow test results (dated within (1) one year of drawing submittal date).
15. Drawings shall indicate a minimum temperature of 40 degrees Fahrenheit will exist for sprinkler system installation, if applicable.
16. Hydraulic calculations shall be prepared on form sheets that include a summary sheet, detailed work sheets and a graph sheet.
17. Calculation summary sheet shall indicate the hazard classification. When multiple design densities are required to protect various hazards within a common system area, separate calculations shall be provided for each hazard area.

Fire Pump – Plan Submission Requirements

All submissions for fire pump installations shall include all the Required information from Plan Submittal Requirements and the following:

1. Designed in accordance with NFPA 20, 2013 Edition or newer shall be used.
2. Name of commissioning party with complete physical address, to include city, county, state, and zip code.
3. Make and model of pump
4. Pump rating _____gpm @ _____psi _____rpm
5. Suction main size, length, location, weight, and type of material, and point of connection to water supply, as well as size, and type of valves, valve indicators, regulators, meters, and valve pits, and depth to top of pipe below grade.
6. Water supply capacity information including the following:
 - a. Location and elevation of static and residual test gauge with relation to the riser reference point.
 - b. Flow location
 - c. Static pressure, in psi
 - d. Residual pressure, in psi
 - e. Flow, in gpm
 - f. Date
 - g. Time
 - h. Name of person who conducted the test or supplied the information
 - i. Other source of water supply, with pressure or elevation
7. Pump driver details including manufacturer, horsepower, voltage, or fuel system details.
8. Controller manufacturer, type, and rating.
9. Suction and discharge pipe, fitting, and valve types.
10. Testing connection piping and valves
11. Flow meter details (if used)
12. Jockey pump and controller arrangement, including sensing line details.

Water Storage Tanks – Plan Submission Requirements

All submissions for water storage installations shall include all the Required information from Plan Submittal Requirements and the following:

1. Designed in accordance with NFPA 22, 2013 Edition or newer.
2. Above or below ground tank.
3. Insulated or non-insulated.
4. Capacity in gallons.
5. Whether dedicated primarily for fire suppression, or fire suppression and domestic use (include percentages or gallons).
6. Replenishment rate.
7. Location of fire hydrant.
8. Location of FDC.
9. Location of water temperature and water level sensing devices.
10. All technical data pertinent to the storage tank shall be included.

Wet Chemical Suppression Systems – Plan Submission Requirements

All submissions for wet chemical suppression system installations shall include all the Required information from Plan Submittal Requirements and the following:

1. Designed in accordance with NFPA 17A, 2013 Edition or newer.
2. Show hood and duct dimensions (length, width, and height in inches) in relation to room.
3. Appliance type, dimensions, and location in relation to hood installation.
4. Size, type, and number of cylinders/tanks.
5. Total number of flows permitted, and how many utilized.
6. Legend which indicates number, style, location, and temperature rating for all fusible links and nozzles.
7. Number and location of manual pull station(s).
8. Number and location of exits.
9. Type, number, and location of automatic shut off devices and/or electrical shunts.
10. The details on the system shall include the following:
 - a. Size, length, and arrangement of connected piping.
 - b. Description and location of nozzles
 - c. Indication of elbows
11. Information shall be submitted pertaining to the following:
 - a. The location and function of detection devices
 - b. Operating devices
 - c. Auxiliary equipment
 - d. Electrical circuitry
12. Moving cooking equipment shall be provided with a means to ensure that it is correctly positioned in relation to the appliance discharge nozzle during cooking operations.
13. Number and location of Class K fire extinguishers.
14. Number and location of audiovisual notification appliance. If a fire alarm system is not provided, at least one audio visual notification appliance shall be installed in an approved location.
15. Manufacturer's specifications for nozzle placement.
16. Manufacturer's specification sheets/information for all appurtenances.

Clean Agent Systems – Plan Submission Requirements

All submissions for wet chemical suppression system installations shall include all the Required information from Plan Submittal Requirements and the following:

1. Designed in accordance with NFPA 2001, 2015 Edition or newer.
2. Size, type, number, and location of cylinders/tanks and securing method.
3. System riser diagram.
4. Sequence of Operation diagram.
5. Manufacturer's specifications for all appurtenances/system.
6. Legend which indicates number, style, location, and types of all appurtenances, panels, relays, modules, nozzles, detection equipment, etc.
7. Whether clean agent system is networked or independently connected to an approved fire alarm system.
8. Type, number, and location of automatic shut off devices and electrical shunts, if applicable.
9. The details on the system shall include the following:
 - a. Size, length, and arrangement of connected piping
 - b. Type and location of nozzles
 - c. Scaled diagram of enclosure, to include any openings
10. Indication of the hazard to be protected.
11. Notification appliances dedicated to the clean agent system shall differ in color from any existing building fire alarm devices. These appliances shall indicate "AGENT", "Clean Agent", or similar approved verbiage.
12. Whom shall perform the door fan test.

FINAL ACCEPTANCE CHECKLIST

To schedule a Final Acceptance Test, the following information shall be emailed to plans.spfd@sunlandpark-nm.gov

- Date or timeframe in which you are requesting to conduct the Final Acceptance Test.
- Fire Protection System involved, i.e., Hood suppression system, Fire Alarm, Fire Sprinkler, Fire Pump, Clean Agent, etc.
- Name of the facility, as indicated on the plans.
- Complete address of the facility (address, city, county, state, zip code)
- Point of Contact and Title (First and Last Name) (Project Manager, Contractor, Superintendent, etc.)
- Point of Contact Company Name.
- Direct E-mail address for Point of Contact.
- Direct Cell phone and Office number for Point of Contact.
- Number of Buildings, Square footage, and number of stories involved.
- Scanned copies of all pre-testing documentation, i.e., above- and below-ground, flushing, Record of Completion, door fan tests, electrical or mechanical shunting devices, makeup air, and any other proof of functional testing.