



San Juan County Fire Department

FIRE OPERATIONS ADMINISTRATION
209 SOUTH OLIVER DRIVE - AZTEC, NEW MEXICO 87410
PHONE: (505) 334-1180 - FAX: (505) 334-3239

FIRE PLANS REVIEW CHECKLIST COMMERCIAL BUILDING NEW CONSTRUCTION

Applicable Base Codes

- San Juan County Fire Department, Ordinance 6
- International Fire Code, 2006 Edition
- NFPA 101, Life Safety Code, 2003 Edition
- NFPA 10, Fire Extinguishers, 2002 Edition
- NFPA 13, Sprinkler Systems, 2002 Edition
- NFPA 72, Fire Alarm Code, 2002 Edition

All applicants providing submittals to the San Juan County Fire Department for any Fire Detection, Suppression, or Life Safety Systems will be required to submit a copy of their current Certificate of Fitness.

All submittals must be sealed by a professional Engineer and all Fire Protection Systems will be designed by a NICET Level III Technician, at a minimum who is an employee of the company contracted to install the perspective system.

General Review

- Two (2) sets drawings
- Fire Department site access
- Fire extinguisher location
- Knox box required at main entrance
- Fire Hydrant required and location to be shown
- Manual and/or electronic gates require Knox lock or key access
- All plan review and administration fees have been collected

Fire Sprinkler

- Two (2) sets drawings (all NICET Level III requirements met)
- All plan review and administration fees have been collected
- The applicable code and edition listed on drawings are correct
- Hydraulic calculations are included with drawings
- Proper spacing/coverage/location shown for all devices
- FDC connection within Fire Department site access
- Alarm or flow notification devices installed on street side of building
- All valves and flow will be electronically monitored
- Supply details of hangers, valves, heads, pipe, and other components
- Stamped set of drawings to be stored next to riser and sprinkler head box

Fire Alarm

- Two (2) sets drawings (all NICET Level III requirements met)
- All plan review and administration fees have been collected
- The applicable code and edition listed on drawings are correct
- Location of FACP and annunciator clearly accessible and visible
- Proper spacing/coverage/location shown for all devices
- All sprinkler flow and tamper switches monitored
- System required to be monitored and supplied with dialer
- Stamped set of drawings to be left with facility upon completion

Plan review approval is not absolute; rather, approval shall be viewed as permission to proceed in accordance with all pertinent codes and standards. Review and approval by the authority having jurisdiction shall not relieve the applicant of the responsibilities of compliance. Any deficiencies that may have been overlooked in the course of this plan review or subsequent inspections remain subject to correction.

Parties wishing to pick up their perspective projects after review will have no more than (30) days to pick up their submittals from our office. Submittals left for more than thirty (30) days after notification of review completion will be discarded, as the San Juan County Fire Department does not have facilities available for holding and archiving shop drawings. Your company will be notified after each review has been completed, so arraignments may be made to retrieve your submittals.

Any deviations from submitted shop drawings (i.e. removal, relocation, or addition of devices) that have not been approved prior to the changes being made will result in failure of the system, and occupancy of the building covered by the project. Additionally, a re-submittal of shop drawings will be required. Re-submitted drawings shall indicate any and all device removals, additions, and deletions. Re-submitted drawing will be subjected to additional fees.

Physical Mailing Address

San Juan County Fire Department
Attn: Christopher J. Cardin – Division Chief
209 South Oliver
Aztec, New Mexico 87410

Telephone Contact Information

Office: (505) 334-1180
Fax: (505) 334-3239
Direct: (505) 334-4710
Cell: (505) 320-8930

E-Mail

www.sicfd.net
cardinc@sjces.net