



City of Rancho Cucamonga  
BUILDING AND SAFETY SERVICES DEPARTMENT  
**FIRE CONSTRUCTION SERVICES**  
10500 Civic Center Dr. | Rancho Cucamonga, CA. 91730  
T: (909) 477-2710 | F: (909) 477-2711 | [www.CityofRC.us](http://www.CityofRC.us)



## FCS TENANT IMPROVEMENT STANDARD NOTES

### BEFORE CALLING FOR INSPECTION PLEASE COMPLY WITH THE FOLLOWING REQUIREMENTS:

- A. A fire inspection and final approval is required before the building department will accept a building final inspection request. To schedule a fire inspection, please call (909) 477-2777 or go on line at [www.rctops.org](http://www.rctops.org) Fire Construction Services (FCS) personnel can be reached at (909) 477-2713.
- B. A Knox box must be purchased and installed in accordance with RCFPD policy, unless the Knox box already exists on the building. The policy and Knox box applications are available on line at [www.rctops.org](http://www.rctops.org).
- C. The key to the building or suite must be given to the fire inspector at the time of final inspection. The key will be locked in the Knox box for fire department emergency access.
- D. Fire extinguishers must be installed per the RCFPD policy. The policy is available on line at [www.rctops.org](http://www.rctops.org).
- E. The occupant must fill out the blue FCS "Emergency Contact Information" form prior to final inspection. Present the completed form to the fire inspector at the time of final fire inspection. The form is available on line at [www.rctops.org](http://www.rctops.org).
- F. If sprinkler modifications are required a separate plan must be submitted for review and approval. Work shall not commence until a permit is obtained. Inspection of rough piping must be performed prior to concealment. Ceiling tiles must not be installed until the rough piping is approved by the fire inspector.
- G. If an automatic or manual fire alarm system (including fire sprinkler monitoring,) installation, repair or modifications are required, plans must be submitted separately for review and approval. Fire alarm work shall not commence until a permit is obtained.
- H. If a type I hood for commercial cooking is installed, a fixed fire suppression system is required; plans must be submitted separately for review and approval. Work shall not commence until a permit is obtained. RCFPD requires supervision of fire suppression systems by the sprinkler monitoring alarm or the fire alarm (if the alarm systems exist or are proposed); a separate plan submittal is required for the alarm system's permit issuance.
- I. If the building is equipped with automatic fire sprinklers the general contractor must confirm that the 5-year certification of the fire sprinkler system is current. The certificate must be affixed to the system riser. If the system is not certified, the General Contractor must contact the building owner. A qualified company must certify the system prior to final inspection.
- J. The suite address must be installed on all exterior doors of the suite in 4-inch high letters contrasting with the background.
- K. The building address shall be posted on the building.



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- L. The duct smoke detectors required by the 2010 CA Mechanical Code for HVAC shut down shall not be interconnected to the fire sprinkler monitoring alarm. When the duct detectors are not installed in a normally occupied space, the detectors must be equipped with an audible and visual notification device including a test and reset controls in accordance to the 2010 CA Fire Code.
- M. Fire safety during construction and demolition must be observed; please, familiarize yourself and your employees with the California Fire Code Chapter 14 regulations.
- N. False alarms that summons the fire department caused by construction personnel will be charged a false alarm fee by the fire department.
- O. The approval of these plans does not constitute approval of any building or fire code violation. Any code violation observed by the fire inspector must be corrected before Fire Construction Services grants an occupancy clearance.
- P. The approval of these plans does not include work that may be shown on the plans which is not in the scope of the permit issued. Hazardous materials (including wholesale and retail exempt amounts), fire suppression/fire detection systems, merchandise display fixtures, storage racks, warehouse storage, production processes and/or equipment installation are explicitly excluded from this approval and will require separate plan check submittal and Fire Code permits.
- Q. It is the responsibility of the contractors working on this project to familiarize themselves and comply with the local construction plan review and inspection requirements of the RCFPD. The RCFPD Ordinance, RCFPD Standards, RCFPD Guidance Documents, plan check and permit applications are available online at [cityofrc.us](http://cityofrc.us)