



# SUNNYVALE DEPARTMENT OF PUBLIC SAFETY

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## PRE-FIRE PLAN REQUIREMENTS

Pre-fire plans are an important tool the Sunnyvale Department of Public Safety utilizes during responses to emergency scenes. These plans aid in ensuring an expedient arrival to a scene and allow emergency responders to quickly identify access points and critical life safety systems. As pre-fire plans are a resource used during all hours of the day and night under stressful conditions, it is crucial that these plans be basic, concise, and consistent. This document sets forth the necessary elements for creating an effective pre-fire plan and includes symbols and colors for labeling certain aspects of the building(s) and site. These symbols and colors are required to be used in the development of the pre-fire plan and any deviation from these will be considered a deficiency.

A checklist is provided at the back of this package to assist you in ensuring that all required elements have been included on the plan prior to submission. Upon receipt, if the pre-fire plan is found to have deficiencies or is incomplete, the Fire Marshal will request any necessary changes and may delay final approval of new construction permits until the plan is determined to meet the minimum requirements.

**Strictly adhere to the requirements, symbols and colors established here while developing your plan.**

### Submittal Format:

The pre-fire plan coversheet and drawings must be submitted to the Sunnyvale Fire Marshal for approval in each of the following formats:

1. Two (2) paper copies
2. PDF
3. DWG (or another format from non-AutoCAD application)
4. **Optional format:** VSD (if you have the ability to export to Microsoft Visio)

### General Information/Coversheet:

Complete the template coversheet included in this package that identifies:

1. Address and Occupant name (if no occupant, list developer)
2. Name and telephone numbers for the following:
  - a. Responsible party for emergency call back (24 hours)
  - b. Facilities and maintenance personnel
  - c. Elevator Company, if applicable
  - d. Alarm Company

- e. Security (on-site if 24 hours and company)
- 3. Any special hazards.
- 4. Roof details for wood framed construction.
- 5. Height of structure.
- 6. Total number of floors.

**Drawing Standards:**

1. The completed drawing must contain the following:
  - a. A site plan displaying individual buildings on the site, road access and fire protection systems (e.g. public and private hydrants, fire department connections, fire pumps, etc.) identified using the symbols and colors provided.
  - b. A separate page for each floor of the structure, including the roof.
2. Drawings are to be completed on 8.5" x 11" paper size to allow for viewing on various computer displays.
3. Utilize the following fill colors:
  - a. Light tan for residential.
  - b. Light gray for commercial and parking.
  - c. Light violet for storage.
4. Portrait orientation is required for all drawings.
5. Show North directional arrow in the upper right corner on all pages.
6. North orientation must remain consistent for each page.
7. Label each floor of a structure in the upper left corner (1<sup>st</sup> floor, 2<sup>nd</sup> floor, etc).
8. Draw and label nearest roadway on each page of the drawing. Additional roadways may be drawn for orientation clarification on the site overview.
9. Each residential unit must be labeled with a unique identifier. This identifier will correspond to the unit number, letter, or address located near the entrance of the residence. All residences of each floor drawing must be labeled.
10. Include dimensions for structure length and width for the overview and 1<sup>st</sup> floor pages.
11. Identify stair and elevator locations, using provided symbols.
12. Identify chiller rooms or systems.
13. Identify computer rooms/data centers.
14. Provide the location of any building, data center, or computer room UPS system.
15. Insert appropriate pre-fire symbols on each floor of the structure.
16. Include any potential hazards (electrical, chemical, batter banks, others).
17. The roof drawing must be a detailed plan including any solar system components, HVAC systems, and roof access locations.

# Pre-fire Plan Symbols



Attic/Roof  
Access



City  
Hydrant



On-Site  
Hydrant



F.D.C.



P.I.V.



Standpipe



Sprinkler  
Riser



Sprinkler  
Drain



Electric  
Shutoff



O.S.Y.



Gas  
Shutoff



Knox Box/  
Device



Electrical  
Hazard



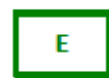
Annunciator



Fire Alarm  
Panel



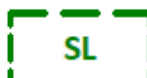
NFPA 704



Elevator



Stairs



Skylight



Rescue Air System



Emergency  
Assistance Phone



Pull Station



Firefighter  
Phone

## Pre-Fire Plan Checklist

	Completed template coversheet (fillable pdf form) included and printed on separate page.
	Two 8-1/2"x11" paper copies printed in color; a pdf electronic copy and one other (dwg, vsd) electronic format is included.
	Site plan showing individual buildings, fire access roads, exterior fire protection systems (public and private fire hydrants, fire department connections, fire pumps) and other important site features.
	The plan uses the specified symbols and colors.
	Each page of the plan is the correct size and orientation.
	North orientation is present, in correct location, and consistent on every page.
	Floor are labeled correctly.
	Roadways and road access are labeled.
	Residential buildings and dwelling units have unique identifiers.
	Dimensions of structure (width and length) are included.
	Stair and elevator locations are identified.
	Chiller rooms or systems are identified.
	Computer rooms/data centers are identified.
	UPS systems of buildings are identified.
	Each floor has appropriate fire symbols.
	Any and all potential hazards are identified.
	The roof is included and is detailed correctly.

# PRE-FIRE INFORMATION

## OCCUPANT INFORMATION

Occupant Name (or  
Property Developer if no  
occupant):

Address:

City:

State:

ZIP Code:

## CONTACT INFORMATION

Responsible party for 24-Hour  
Emergency Call Back:

Phone Number:

Facilities/maintenance personnel:

Phone Number:

Elevator Company (if applicable):

Phone Number:

Alarm Company:

Phone Number:

Security Company:

On Site  
24 hrs?

Phone Number:

## STRUCTURE DETAILS

Structure height:

Specify on-site auxiliary  
power if present (e.g.,  
generator, solar):

Total number of  
floors:

Number of  
below-grade  
floors:

Special hazards (if applicable):

## PRE-FIRE PLAN DEVELOPER

(IN CASE CORRECTIONS ARE NEEDED)

Name:

Phone Number:

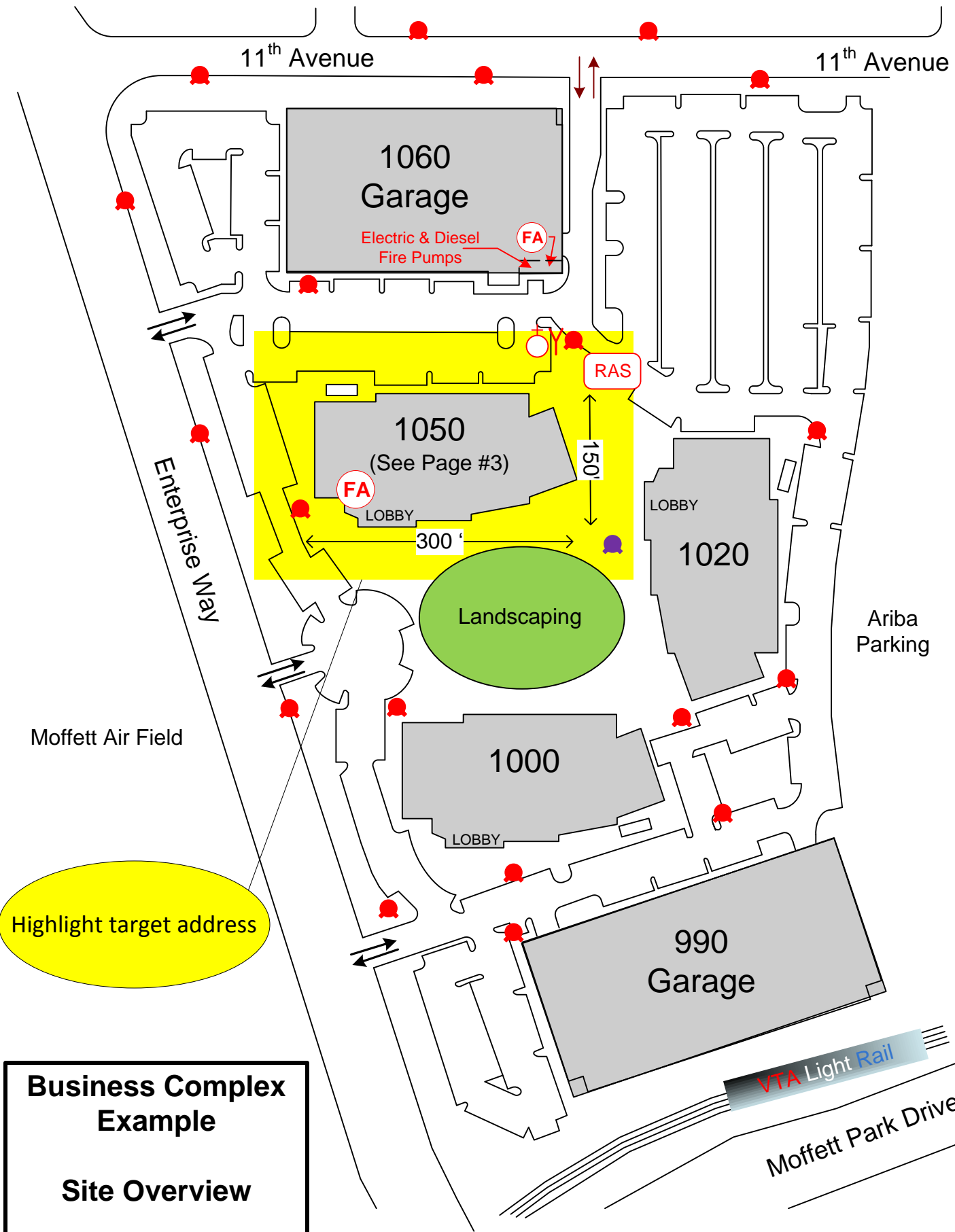
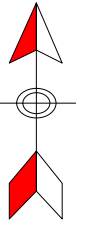
Email:

Mailing Address:

City:

State:

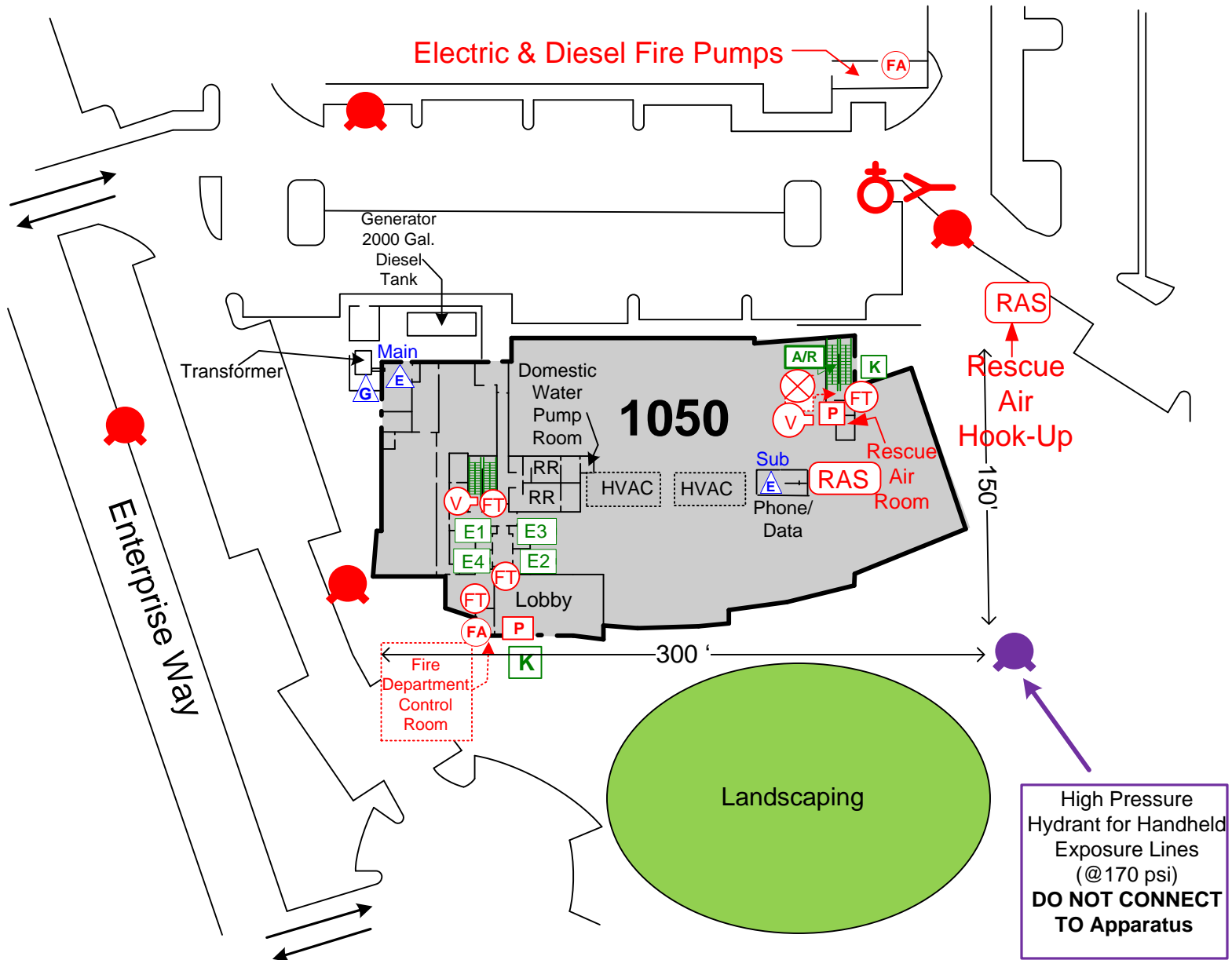
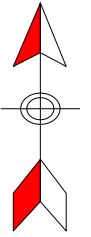
Zip Code:



**Business Complex  
Example**

**Site Overview**

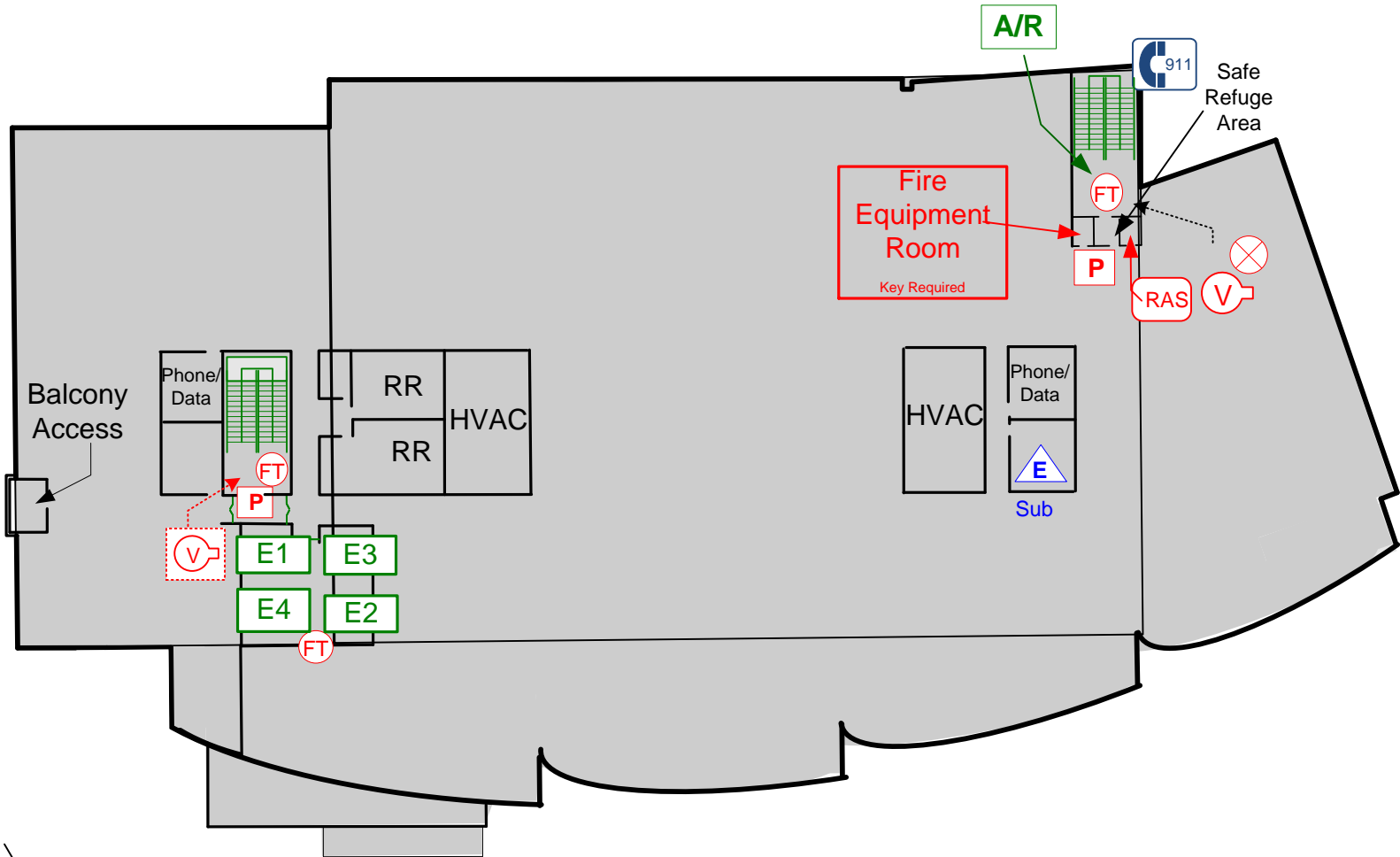
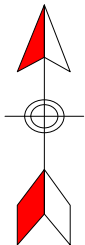
# 1<sup>st</sup> Floor



**Business Complex  
Example**

**1<sup>st</sup> Floor**

# 3<sup>rd</sup> Floor

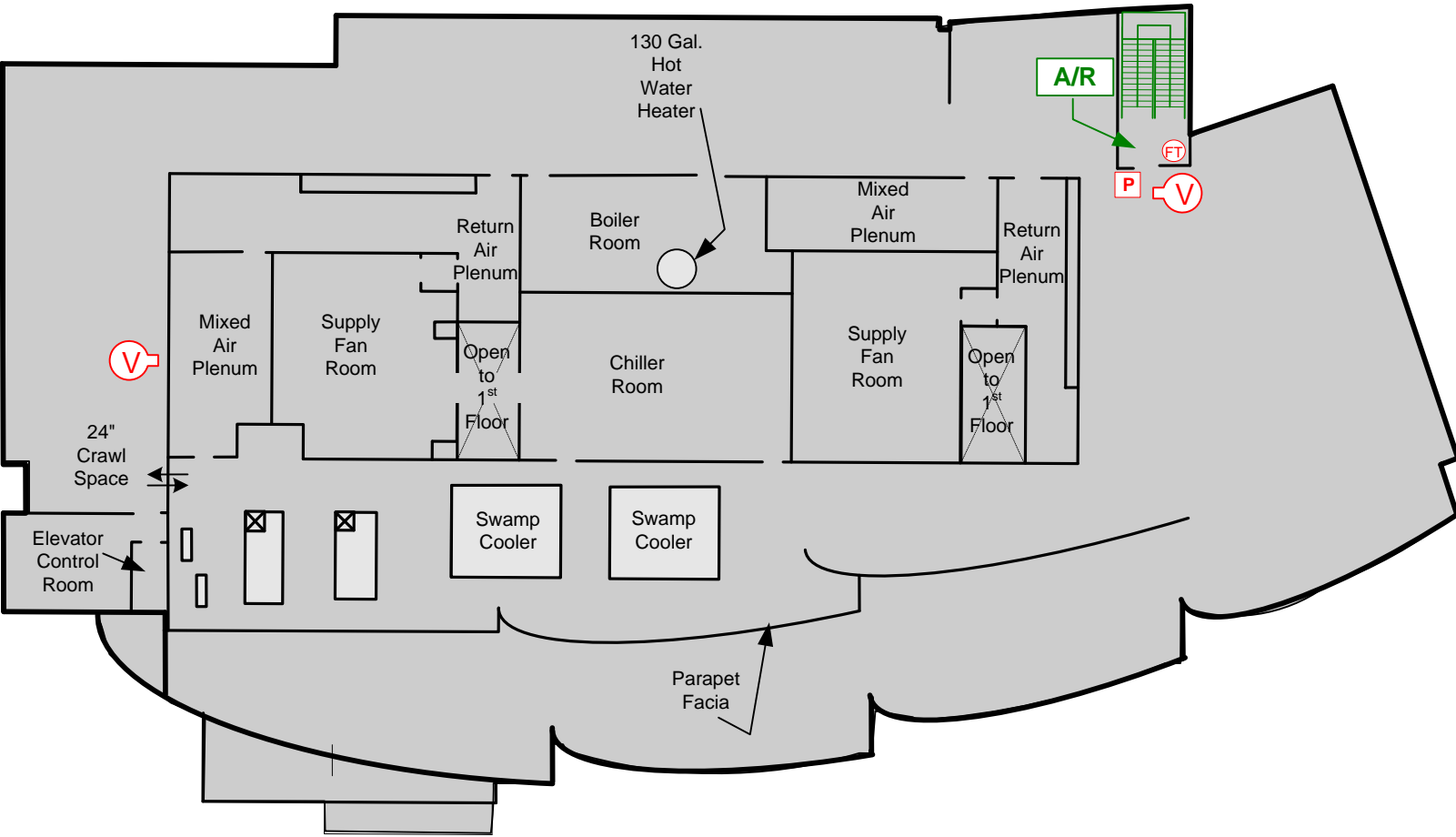
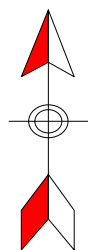


Enterprise Way

**Business Complex Example**  
**3<sup>rd</sup> Floor**



# Roof



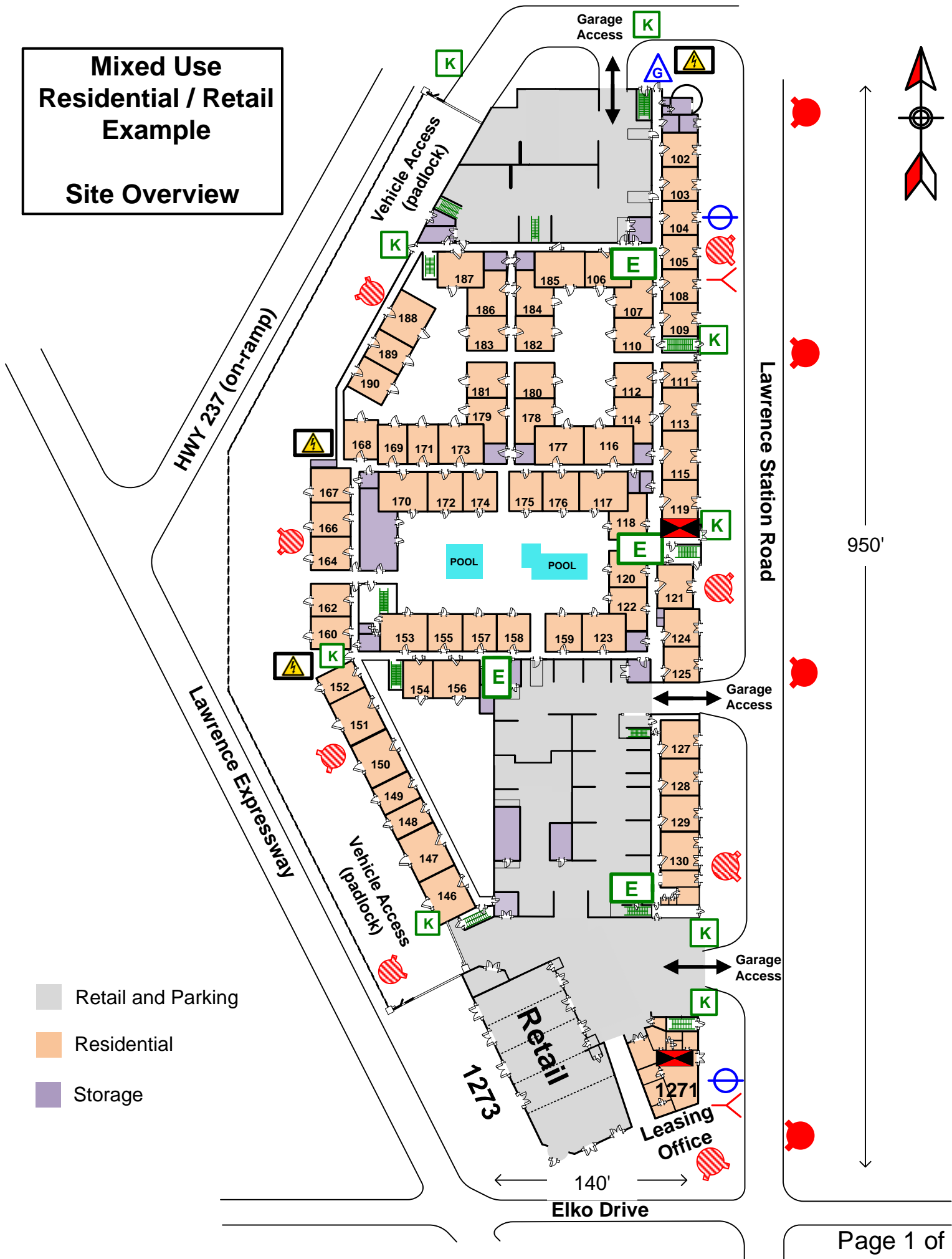
Enterprise Way

**Business Complex  
Example**

**Roof**

# Mixed Use Residential / Retail Example

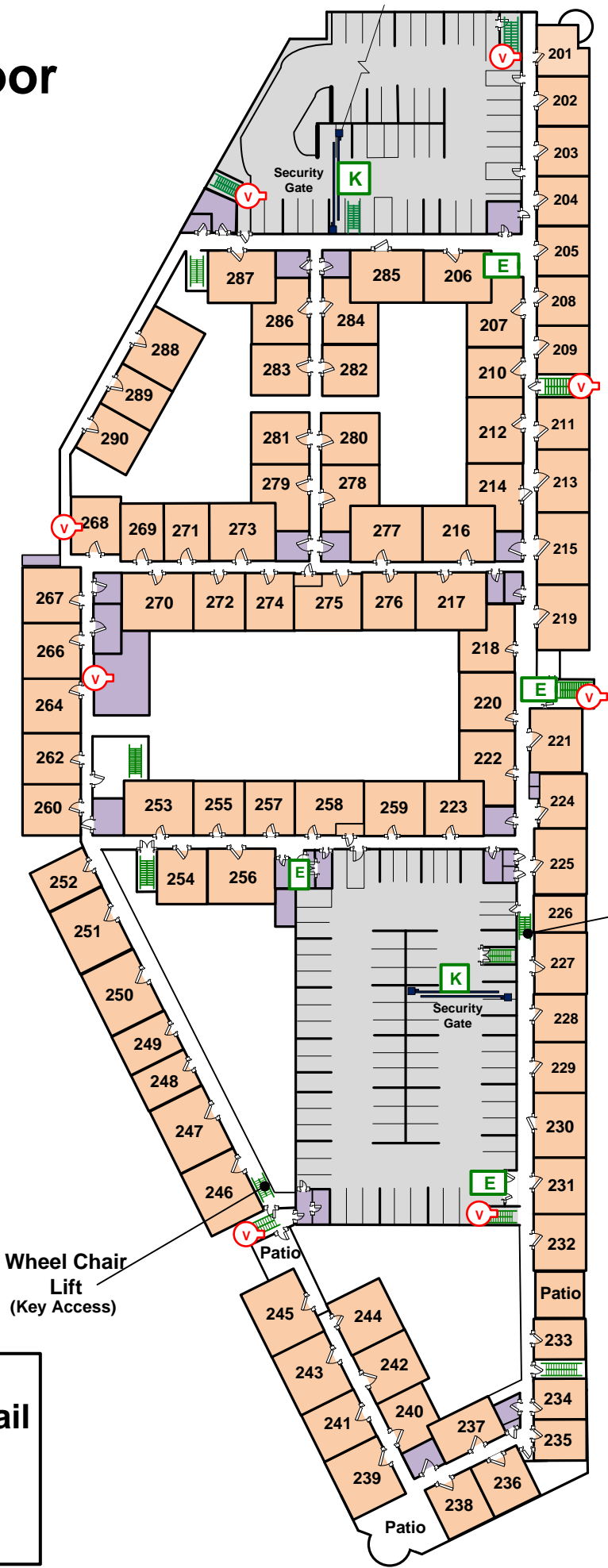
## Site Overview



# 2nd Floor



Lawrence Station Road



Wheel Chair  
Lift  
(Key Access)

Wheel Chair  
Lift  
(Key Access)

Mixed Use  
Residential / Retail  
Example

2<sup>nd</sup> Floor