



WEST COVINA FIRE DEPARTMENT  
Fire Prevention Bureau  
1444 W. Garvey Ave.  
West Covina, CA 91790  
(626) 939-8823



## Standard plan check notes (Architectural)

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*Below are the West Covina Fire Departments standard notes that shall be printed on all architectural plan submittals.*

- A) Before making a request for **final fire inspection**, please read and comply with the applicable WCFD notes. Additionally, the person requesting the inspection is responsible for meeting the inspector on time, providing access to the area requiring inspection and having an approved set of plans and supporting documents available at the time of the inspection.
- B) A **fire inspection** and final approval is required before the building department will accept a building final inspection request. Please call West Covina Fire Department at 626-939-8823, a minimum of 3-5 working days in advance to request all fire inspections and/or testing of equipment.
- C) A **Knox box** must exist on the building or a Knox box must be purchased and installed in accordance with IFC, Section 506.1 before final inspection.
- D) 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.
- E) **Fire extinguishers** must be installed per IFC, Section 906. Start the placement of fire extinguisher near the exterior exit doors. Mount the fire extinguisher in a visible and accessible location, 3½' to 5' above the finish floor to the handle. Buildings with multiple floors must have at least one fire extinguisher per floor.
  - **Light Hazard** (offices, classrooms, churches, assembly rooms, residential) **Occupancies** require "2A10BC" fire extinguishers. The maximum coverage area is 5,000 sq. ft per extinguisher and the maximum travel distance is 75'.
- F) In Occupancy Groups B, key-locking hardware may be used on the main exit when the main exit consists of a single door or pair of doors if there is a readily visible, durable sign on, or adjacent to, the door stating "THIS DOOR MUST REMAIN UNLOCKED WHILE THE BUILDING IS OCCUPIED". This sign shall be in letters not less than 1-inch high on a contrasting background. When unlocked, the single door or both leaves of a pair of doors must be free to swing without operation of any latching device. The use of this exception may be revoked by the chief for due cause.
- G) The **Fire Sprinkler System requirements and/or modifications** require a separate plan check submittal and approval. Work shall not commence until a permit is obtained. Inspection of the rough piping must be performed prior to concealment; a lift is required for most inspections. Ceiling tiles must not be installed unless approved by the fire inspector.
- H) **All the doors designated as exits**, except for the main entrance in B occupancies, must be equipped with panic hardware.
- I) **Additional exit signs** may be required at the time of final inspection, if the ones shown on the plans do not meet the intent of the code.
- J) **If as-built plans** are required, additional fees will be due for the review of the as-built plans.
- K) The **suite address** designation must be installed on or near all exterior doors of the suite in 8-inch high numbers or letters contrasting the background.
- L) If **emergency illumination** is existing and/or required, additional fixtures maybe required to be installed (verify the requirement with the plans). The lighting must provide a minimum of one-foot candle at the floor level throughout the exit path. Testing of the fixtures will be required at final inspection. The fire inspector may request a nighttime test at his discretion to confirm the minimum requirement of one-foot candle at floor level.