



# WINDSOR FIRE PROTECTION DISTRICT

## TENANT IMPROVEMENT—DOCUMENT REQUIREMENTS



### 1. **Automatic Fire Sprinkler System**

The building shell is equipped with an automatic fire sprinkler system. This system is designed to be upgraded for tenant improvements. Any changes to sprinkler system must comply with NFPA-13 standards. Please contact Windsor Fire Protection District (WFPD) for specifics.

### 2. **Electrical Fire Safety**

All electrical services shall be labeled with corresponding service. Electrical panels must be located where there is 30" of clearance/access. In open areas, the floor shall be labeled. Wiring of alarm panels shall be blocked to prevent accidental shut-off.

### 3. **Hood Extinguishing System(s)**

In buildings that have a commercial cooking system, a hood extinguishing system shall be installed and maintained over commercial-type food and heat-producing equipment. In addition to a fixed system, a dry chemical portable fire extinguisher with a "K" rating shall be installed within 10 feet of food processing equipment.

### 4. **Fire Alarm System**

Because this is a multiple occupancy building, the building shell is equipped with a fire alarm system. Upgrades and modifications to the alarm system shall comply with NFPA-72 and shall meet the original intent, which includes a fire alarm system comprising manual pull stations, and with audible and visual alarms arranged so that all occupants of the building, including those who are hearing impaired, will be alerted simultaneously in the event of a fire. Heat and/or smoke detectors are required above and/or around the annunciator panel. At time of inspection, two technicians must be available for any alarm system with five or more points.

### 5. **Fire Extinguishers**

***During Construction:*** A fire extinguisher with a rating of no less than 2A-10BC shall be placed every 75 feet and shall be clearly identified by sign that reads "FIRE EXTINGUISHER."

***Upon Completion of Building:*** A sufficient number of fire extinguishers with a rating no less than 2A-10BC shall be installed and maintained so that the actual walking distance from any point in the building to the nearest extinguisher shall be a maximum of 75 feet. Note: Additional fire extinguishers may be required if use or "fire load" of the building makes it necessary. Each fire extinguisher shall be identified with a sign above it that reads "FIRE EXTINGUISHER."



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### 6. Security Key Box

In order to ensure efficient emergency response with minimal property damage, the building shell is equipped with a Knox Box™ that contains keys and contact information for emergency responders' use. WFPD requests a great grandmaster key, emergency contact information, and fire alarm reset information be placed in the Knox Box™. Contact WFPD to make arrangements for Knox Box access.

### 7. Exit Signs

Exit signs shall be installed and maintained at required exit doorways and where otherwise necessary to clearly indicate the direction of egress. These exit signs shall be electric with battery backup or self-illuminating.

### 8. Panic Hardware

Panic hardware shall be installed and maintained on all secondary exits of any room that serves an occupant load of 50 or more persons.

### 9. Emergency Lighting

Emergency lighting fixtures shall be installed and maintained in all areas that serve an occupant load of 100 or more.

### 10. Premises Identification

Approved address identification shall be installed and maintained on all new and existing buildings (and/or on a marquee). Addressing shall be placed in a position as to be plainly visible and legible 24 hours per day (during nighttime hours either by back- or direct- lighting) from the street or road fronting the property. In rural areas, address numbers shall be placed on signposts at all intersections leading to the property. WFPD prefers illuminated address signs placed on the closest point of the structure to the roadway.

### 11. Plans

Two set of plans shall be submitted to WFPD, 8200 Old Redwood Hwy, Windsor, CA 95492 for review and approval *prior to installation*.

### 12. Plan Review/Inspection Fees

Windsor Fire plan review and inspection fees are \$110/hour. Payment of \$110 must accompany each plan submitted. A single submission that encompasses multiple projects or multiple improvements or other multiple items requires \$110 for each component.

Based on project size, the Fire Marshal may require a higher minimum amount at submission, based on projection of fire department plan review and inspection processes. In instances when the initial payment is found to be insufficient to



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cover costs, an invoice shall be issued for the balance. In the event there is an overpayment of fees, the Fire District will promptly refund the balance.

Either the Fire Marshal or a contracted expert will review plans and comment in writing. Plans that do not comply with Windsor Fire and/or code requirements must be corrected and resubmitted. Each resubmission will require payment of an additional one-hour minimum fee of \$110.00.

Additional fees, at the rate of \$110 minimum, may be required for follow-up inspections made necessary by malfunction, code non-compliance, and/or vendors who are not prepared or who are not there at scheduled inspection.

### **13. Consulting Services**

WFPD reserves the right to subcontract for assistance with fire- and life-safety code issues. Associated costs, including consultant fees, delivery charges, etc., will be the responsibility of the applicant.

### **14. Scheduling an Inspection:**

WFPD requires that inspections be scheduled 24 hours in advance by calling (707) 833-1170. Please note: WFPD cannot always guarantee next-day inspections. Applicants are encouraged to schedule appointments as far in advance as possible.

Please contact Windsor Fire Protection District Fire Prevention at (707) 838-1170 if you have any questions or require further information.