



**FABS**  
Fire and  
Building Safety

**Fire & Building Safety**  
University of California, Merced  
5200 N. Lake Rd.  
Merced, CA 95348



## Fire & Building Safety Guideline

**SUBJECT:** Space Use Permit

**PURPOSE:** *Guidelines are established to facilitate compliance with applicable codes, standards, and regulations. Information contained herein applies to typical circumstances and may not address all situations.*

Guideline No. 004

Rev. Date \_\_\_\_\_

Eff. Date 5/1/2024

Page 1 of 2

### Scope

The Fire & Building Safety Guideline has been developed to provide clarification and support for space use planning.

### Authority

2022 California Fire Code (CFC), 2022 California Building Code (CBC), California Code of Regulations (CCR), Title 19.

### Definitions

**Accessibility** – The combination of various elements in the building, facility, site or area, or portion thereof which allows access, circulation and the full use of the building and facilities by persons with disabilities in compliance with this code.

### Requirements

Plan Submittal shall contain the following elements:

1. 11" x 17" minimum size plan submittal. Whole floor submittals minimum size is 24" x 36". The printed plans must be readable.
2. Provide a cover sheet to include:
  - a. Building Name
  - b. Building Address
  - c. Room Number
  - d. Date submittal prepared
  - e. Name of individual who prepared the plans
  - f. Sheet index
  - g. Scope of work
3. Electronic plans to be uploaded to Citizenserve and paper/hard copy dropped off at FABS.

4. Floor plan with furniture layout and the required clearance associated with accessibility.
5. Cut sheets/manufacturer data sheets for product(s) to be installed.
6. Show exit access if modifications affect exiting.
7. Show exit analysis if modifications affect occupant load. NOTE: Modifications to occupant load may require a building permit.
8. Show exit sign location and direction, if affected.
9. Plans to be to scale and show aisle widths, door opening widths, items located close to doors etc.
10. Show location of temporary structures/buildings.
11. Show location of fire hydrants, if applicable.
12. Show fire extinguisher location, noting mounting height and the 30" wide and 52" deep clearance centered at the fire extinguisher.
13. Note whether fire sprinklers or fire alarms exist and show where the devices are located in the space, such as a pull station, fire sprinkler head(s), fire alarm panel, etc.
14. Per Title 19 per Article 3, § 3.28 **Plans and Specifications** (c) Movable Walls and Partitions. Plans or diagrams shall be submitted to the enforcing agency for approval before the installation of, or rearrangement of any **movable wall or partition** in any occupancy. Approval shall be granted only if there is no increase in the fire hazard as defined in Section 3.14.
  - Section §3.14 **Fire Hazard** - No person, including but not limited to the State and its political subdivisions operating any occupancy subject to these regulations shall permit any fire hazard, as defined in this article, to exist on premises under their control, or fail to take immediate action to abate a fire hazard when requested to do so by the enforcing agency.
15. Provide a copy of the record drawing(s) showing the use of the space, approved occupant load(s) and previous layout. Record drawing(s) need to be a minimum of 24" x 36" to be readable for plan review.

#### **Tips to Ensure a Successful Submittal:**

1. Field verification - go to the site to ensure the conditions match the record document(s).
2. Walls or partitions being installed, moved, added that are higher than 5'9" requires a formal submittal from a design professional to obtain a building permit.
3. Equipment being installed which are 400 pounds or more, or the center of mass is greater than 48" off the ground requires anchorage details and is not considered a space use permit and requires a formal submittal from a design professional to obtain a building permit.
4. The minimum aisle width in a "B" occupancy is 32".
5. Desk(s) and furniture that are hardwired to power require a building permit, not a space use permit.
6. The primary path of travel (aisle) is 36" minimum if the occupant load is less than 50 and 44" or more if higher occupant load.
7. Door clearance to be a minimum of 32" for door opening.
8. Show knee clearance – space under an element between 9 inches and 27 inches above the floor finish or ground shall be considered knee clearance. CBC 11B-306.3.1