



City of Encinitas

Fire Prevention Bureau

505 S. Vulcan Avenue, Encinitas, California 92024-3633

Customer Self-Service Sprinkler Plan Submittal Procedure

Updated: May 2023

This procedure is being provided to assist contractors with the information for when a formal fire sprinkler plan is required, and how to submit a plan electronically through the city's Customer Self Service application.

A fire sprinkler plan shall be submitted for residential and commercial projects for the following conditions:

- All newly installed fire sprinkler systems, regardless of number of heads.
- Existing fire sprinkler systems where heads are being added, relocated, or removed.
- Where changes to the system are within the calculated design area or the most remote area is being modified.
- When the design density of the system is increased.

The following apply to **all** projects with fire sprinkler systems:

- Any work shall be performed by a licensed C-16 fire sprinkler contractor.
- All hard lid/drywall areas shall be visually inspected by the fire department prior to covering or closing.
- In commercial buildings with a drop ceiling, the tiles shall be removed, and piping shall be visible for fire department inspections.