



MINIMUM PLAN REVIEW REQUIREMENTS for Class I PHASED PERMITS

The following guidelines are intended to assist design professionals in preparing a complete submittal package for the purpose of applying for a Phased Permit. The Fire Department and the Building Department are striving to cooperate more closely with each other to perform our respective regulatory duties, while at the same time facilitating accelerated construction schedules.

Minimum Submittal Requirements:

- 1) Permit application showing a plans process number, completely filled out and notarized.
- 2) Two sets of plans, and a survey less than 6 months old.
- 3) Written approval of the required fire flow test results.

Your Plans Must Include the Following:

- 1) FULLY DEVELOPED Life Safety Drawings and Narrative for all High-Rise buildings (over 75 feet in height). The drawings and narrative must address all concepts and elements relating to Life Safety, including maximum travel distances, common paths, dead end corridors, occupancy groups, fire resistivity ratings, exit signage, type of construction, remoteness of stairs, egress width, arrangement of exits, fire department connections, stair and elevator lobby shaft pressurization, and any other factors not specifically mentioned herein.
- 2) Detailed project information sheet, showing the following information:
 - a) Scope of the project.
 - b) Use Classification(s) of the building(s).
 - c) Construction Type.
 - d) Setback dimensions.
 - e) Height and Area data.
- 3) Complete floor plans, roof plan, elevations, and building sections. Show all horizontal and vertical dimensions, and highest elevation of the building.
- 4) Exit stairs must be shown in plan view and vertical sections in 1/2" scale or larger, fully dimensioned.
- 5) Preliminary Civil drawings with locations of the water mains, fire pump supply line and fire hydrants for each building.
- 6) Show the location and dimensions of the Fire Command Room, fire pump room and emergency generator room. Also provide the location and configuration of the fuel supply (24 hrs. minimum) for the emergency generator. Show the locations of the fire department connections.

Important reminders:

- 7) For buildings more than 120 feet in height, the plans must identify the location of the Fire Service Access Elevator (FSAE), the FSAE Lobby, and its associated refuge stairwell.
- 8) The plans must clearly indicate that all equipment that is being used for fire and life safety purposes is located above the minimum flood elevation.
- 9) Where elevators are required to comply with FBC 3002.4 for **fire department emergency access to all floors**, be advised that the elevator car must stop even with all floors, not at any mid-point above or below a floor.

The Preliminary Phased Permit review will focus strictly on the fundamental life safety aspects of the project; the objective is to ascertain at an early stage whether the proposed design will accommodate the full range of Life Safety requirements which need to be incorporated into the master permit plan. Any issues found must be addressed prior to the issuance of the Phased Permit.