



The following requirements pertain to the fire code review process of building plans and permitting.

Construction documents shall be prepared by a registered design professional. A registered design professional's seal is required if any of the following criteria are met:

1. Residential buildings with 5 or more units.
2. Commercial buildings costing \$100,000 or greater.
3. All Group A, E, and I occupancies, except Group A occupancies with an occupant load less than or equal to 50.
4. Buildings and structures three or more stories in height.
5. Buildings and structures 5,000 square feet or more in area.
6. Tenant finishes 3000 sq. ft. or greater.

If a registered design professional's seal is required, then the following items must be present in your submittal packet. Failure to provide the following items will constitute an incomplete submittal and will not be reviewed until all required information has been provided.

- Life safety plan, shall include but not be limited to: fire extinguisher locations, exit and emergency lighting and all egress components
- Completed fire code review sheet
- Review contact information, e-mail address is required

Name:

Company:

Phone:

E-mail:

- Large Scale Development (LSD) or Site Improvement Plan (SIP) number, if applicable.
 - Approved site plan attached.

Thank you in advance,

Battalion Chief Jeremy Ashley
Fire Marshal