

NEW CONSTRUCTION SUBMITTAL REQUIREMENTS

1. Site / Civil Plan Submittal

Submit one (1) complete set of Site/Civil Plans on a USB drive with the permit application and required fees. Plans must clearly show, at a minimum, the following:

Fire Department Access & Fire Lanes

- Fire lanes provided from a public way with a minimum clear width of 24 feet
- Buildings over 30 feet in height shall provide aerial fire lanes with a minimum clear width of 26 feet
- Fire lane turning radius:
 - Inside radius: 20 feet
 - Outside radius: 50 feet
- A minimum of two (2) access points (entrances/exits) are required; if only one access point is provided, it must be a minimum of 30 feet wide

Fire Hydrants & Water Supply

- Fire hydrants shall be located so that all portions of the building are within 400 feet of a hydrant
- If hydrants are not available, plans must identify an approved water source for firefighting and/or a fire sprinkler system

Fire Suppression System Requirements. If a fire suppression system is required, plans must show:

- Fire service line clearly shown and labeled (C900 piping)
- Approved backflow preventer and Post Indicator Valve (PIV)
- Fire Department Connection (FDC) located within 100 feet of a hydrant
- Hose lay distances

2. Construction Plan Submittal Authorization

Once Site/Civil Plans are approved and a permit issued, Construction Plans may be submitted.

3. Construction Plan Submittal

Submit one (1) complete set of Construction Plans on a USB drive, along with the application and fees. Projects greater than 5,000 square feet must be signed and sealed by a Professional Engineer or Registered Architect. Plans must include:

- Cover Sheet with code analysis, construction type, occupancy, occupant load, building square footage, and height
- Architectural plans, including Life Safety Plan and travel distances
- Mechanical plans
- Electrical plans
- Plumbing plans

4. Deferred Submittals (Separate Permits Required)

- Underground fire service line
- Aboveground fire sprinkler system
- Fire alarm system
- Hood suppression systems
- Fuel tanks and piping
- Electronic access systems
- Emergency Responder Radio Coverage (ERRC)

5. Pre-Submittal / Construction Meeting Requirement

New construction projects greater than 12,000 square feet require a pre-submittal/construction meeting.