



City of Peoria Fire-Medical Department

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Deferred Submittal Program Fire Prevention Division Policy and Procedures

Purpose: To provide written policy and procedures for the Fire Code review under a deferred review process for building plans and fire protection system shop drawings within the Self-Certification program as administered by the City of Peoria Building Development Division.

Policy: The scope of this program is limited to the parameters for the Self-Certification program established by the City of Peoria Building Development which are:

Tenant Improvement projects for non residential occupancies EXCLUDING buildings or portions of buildings:

1. Exceeding two stories in height
2. Exceeding 15,000 square feet in area
3. Including any H occupancy

The reviews conducted by the Peoria Fire-Medical Department, Fire Prevention Division for Fire Code compliance of building tenant improvement plans and the shop drawings for fire protection systems are not part of the Self-Certification program. The review conducted by the Peoria Fire-Medical Department, Fire Prevention Division is through a deferred review process which will allow Building Development to issue an "At Risk" permit at the end of the Administrative Review of the plans. A complete review of the building plans and the fire protection shop drawings will be conducted during the technical audit review period. Issues, if any, will be sent to the Design Professional of Record for corrections.

Procedures: The following are the procedures for the Peoria Fire-Medical Department; Fire Prevention Division deferred review of the building tenant improvement plans and the fire protection system shop drawings under the City of Peoria Self-Certification program.

- All plans will be submitted through the counter staff at Building Development. A sufficient number of plans are to be submitted so that a complete set of plans can be routed to the Peoria Fire-Medical Department, Fire Prevention Division for a concurrent plan review during the Building Development Administrative Review.
- The submittal package is to include a copy of the Fire Protection Systems Plan Requirements form signed and sealed by the Design Professional of Record. This form provides acknowledgement by the Design Professional of Record of the requirements to have the fire protection system shop drawings approved prior to rough inspections. If the fire protection system shop drawings are not approved, construction inspections will not be allowed to progress beyond a rough plumbing (150) inspection or, rough gas (160) inspection or, rough wiring (250) inspection or, rough ducts/vents (350) inspection or, kitchen exhaust (360) inspection or, rough frame (550) inspection.



- The submittal package is to include a copy of the optional Fire Protection Site Review Inspection Results form signed and sealed by the Design Profession of Record, if required. This form is to be used only in cases where there might not be a fire protection system(s) in the building or the tenant improvement will not affect the existing fire protection coverage. The site inspection by the Fire Inspector to evaluate the existing fire protection system coverage is to take place prior to the submittal and must be signed and dated by the Fire Inspector. To schedule a site inspection, contact the Fire Prevention Division at (623) 773-7279. Request to speak to the Inspection Supervisor or the Administrative Assistant to schedule a site inspection. A time will be scheduled for a Fire Inspector to meet at the site to review whether any work is required to the fire protection systems.
- The building plans are to include the separate fire protection system shop drawings for each of the following fire protection systems.
 - Fire alarm systems (2 sets of plans and data sheets)
 - Fire sprinkler systems (2 sets of plans and data sheets)
 - Kitchen hood fire suppression system (if a restaurant) (2 sets of plans and data sheets)
 - CO-2 detection system (if a restaurant) (2 sets of plans and data sheets)
- The fire protection system shop drawings are to be bundled separate from the building plan set (not stapled inside the plan set) with both sets of shop drawings going to the Peoria Fire-Medical Department, Fire Prevention Division. Each fire protection system shop drawing is to include a permit application (400-G miscellaneous building application) completed by the Fire Protection Contractor installing the system (one for each system). The Fire Protection Contractor is to provide proper contact information in the form of e-mail and phone number so that the review process is not delayed.

Once the building plans and the two (2) sets of fire protection system shop drawings have been routed to the Fire Department, the Plans Examiner for the Fire Department will conduct a cursory review and either approve, deny or conditionally approve the plans within three (3) business days.

- Denial of the building plans indicates that there is an item(s) not identified in the plan set that is critical for approval. An example of these types of critical issues are:
 - Creating an “E” occupancy group within a non separated use building. This type of occupancy group will require changes to the fire protection for the entire building and not just the suite.
 - “S-1” occupancy group where the type of stored materials (commodities) and the methods (racks, pallets, encapsulated, etc.) have not been included. The information is critical to matching the design of the fire protection system with the commodities and storage method.
- Conditional approval of the building plans indicates that there are minor issues noted in the plans that will be addressed during the technical audit review. An example of these types of minor issues are:
 - Portable fire extinguishers not shown on the plans.
 - Address numbers not indicated on the plans.
- Approval of the building plans indicates that there are no apparent issues with the building plans. Any items that may be discovered during the technical audit review will be identified during that review.



Once the Administrative Review has been completed and Building Development issues the “At Risk” permit, the building plan set and the fire protection system shop drawings will go through the deferred review process which can take up to twelve (12) business days depending on staffing levels and work load. Shorter time frames can be expected as the Self-Certification plans are considered an expedited review.

During the deferred review process the technical review of the building plans and the fire protection shop drawings is conducted. Issues identified during this deferred review process will be addressed as follows.

- For items identified as needing correction on the building plan set, an e-mail will be sent to the Design Professional of Record and copied to the Building Development Plan Reviewer. The e-mail will advise the Design Professional of Record of the issues identified by the Fire Department Plan Reviewer. After coordinating with the Building Development Plan Reviewer, the Design Professional of Record is to provide the necessary number of revised sheets to be placed in the plan sets. Once the technical review has been completed and there are no outstanding issues, the building plans will be approved in the Accela permitting system. The Fire Department copy of the building plans will be returned to Building Development upon completion of the technical review of the fire protection system shop drawings.
- For items identified as needing correction on the fire alarm system, fire sprinkler system, kitchen hood fire suppression system or CO-2 detection system an e-mail will be sent to the Fire Protection Contractor of record identified on the permit application and copied to the Design Professional of Record. The Fire Protection Contractor of Record is to provide the necessary number of revised sheets to be placed in the plan sets. Once the technical review has been completed and there are no outstanding issues, the fire protection system shop drawings will be approved in the Accela permitting system. One (1) stamped, approved copy of the fire protection system shop drawings will be returned to Building Development to be issued with the permit. Any applicable fees will need to be paid before the permit and approved plans can be released.

Once the fire protection system shop drawings have been approved they will be returned to Building Development. Building Development will contact the Fire Protection Contractor to come to the City to pick up the approved plans, permit and pay any assessed fee.

Once the permit for the fire protection shop drawings are issued, work can begin on the system modifications and the required rough inspections can be requested when ready. Inspections can be requested by using either the automated phone system or on line.

