

<b>Standard Operating Procedure</b>  <b>FIRE PLANS REVIEW</b>	<b>PEORIA FIRE DEPARTMENT</b> <b>Prevention</b> <b>600.03</b> <b>Rev. 9/29/04</b> <span style="float: right;"><b>Page 1 of 6</b></span>
---	--

**PURPOSE**

To ensure that the minimum fire and life safety requirements are met to provide for public and firefighter safety. These requirements must be addressed during the plans review stage to avoid conflicts and construction delays in the development community.

**POLICY**

This department recognizes the financial and creditability impacts of requiring significant changes during preoccupancy inspections that need to be corrected during the plans review stage. We further recognize that the plan review can only be as accurate as the information provided by the customer and that the design professionals and the building owner retain the ultimate responsibility for code compliance.

*Procedure*

- Documentation
  - Formal and informal communications are critical to the effectiveness and efficient operation of the fire plans review process. It also provides a historical record that can be used for future reference during fire inspections and pre-fire planning.
    - Informal Communications
      - Meetings
      - Telephone Conversations
    - Formal Communications
      - Plans Review Comments
      - Project Name
      - Scope of Work to be performed
      - Applicable Codes
      - Comments
      - Specific Code reference for each comment
      - Plans Review Checklist

Pre-Application Process

Plan review begins at the Pre Application Review stage. This is the information gathering stage. The developer is proactively seeking the requirements of the City of Peoria. At the same time the plans reviewer must ask information-gathering questions to obtain as accurate a picture as possible.

Processes and hazards

At this stage pay close attention to what the intended use and the proposed operations for the facility. If any of the following operations are possible pay special attention and advise the customer that a permit from the fire marshal's office will be needed prior to occupancy.

<b>Standard Operating Procedure</b>  <b>FIRE PLANS REVIEW</b>	<b>PEORIA FIRE DEPARTMENT</b> <b>Prevention</b> <b>600.03</b> <b>Rev. 9/29/04</b>
---	--

**Required Operational Permits**

Aerosol Products	Amusement Buildings
Aviation Facilities	Carnivals & Fairs
Battery Systems	Cellulose Nitrate Film
Combustible Dust-producing Operations	Combustible Fibers
Compressed Gases	Covered Mall Buildings
Cryogenic Fluids	Cutting & Welding
Dry Cleaning Plants	Exhibits & Trade Shows
Explosives	Fire Hydrants & Valves
Flammable & Combustible Liquids	Floor Finishing
Fruit & Crop Ripening	Fumigation & Thermal Insecticidal Fogging
Hazardous Materials	HPM Facilities
High-piled Storage	Hot Work Operations
Industrial Ovens	Lumber Yards & Woodworking Plants
Liquid or Gas Fueled Vehicles	LP-gas
Magnesium	Misc. Combustible Storage
Open Burning	Open Flames and Candles
Organic Coating	Places of Assembly
Private Fire Hydrants	Pyrotechnic Special Effects Material
Pryoxilin Plastics	Refrigeration Equipment
Repair Garages & Service Stations	Rooftop Heliports
Spraying & Dipping	Storage of Scrap Tires & Tire By-products
Temporary Membrane Structures, Tents & Canopies	Tire-rebuilding Plants
Waste Handling	Wood Products

**Required Construction Permits**

Automatic Fire-extinguishing Systems	Compressed Gases
Fire Alarm & Detection System & Related Equipment	Fire Pumps & Related Equipment
Flammable & Combustible Liquids	Hazardous Material
Industrial Ovens	LP-gas
Private Fire Hydrants	Spraying & Dipping
Standpipe Systems	Temporary membrane Structures, Tents & Canopies

Site Plans

The following are the minimum areas that need to be addressed:

- Fire Apparatus Access
- Turning Radius
- Barriers
- Physical Obstructions
- Topography

<b>Standard Operating Procedure</b>  <b>FIRE PLANS REVIEW</b>	<b>PEORIA FIRE DEPARTMENT</b> <b>Prevention</b> <b>600.03</b> <b>Rev. 9/29/04</b>
---	--

- Architectural Obstructions
- Overhead Obstructions
  - Fire Lanes
  - Traffic Flow
  - Access Grades
  - Water Supply
    - Hydrant Locations
    - FDC Locations
    - Fire Flow Tests
- Determine Occupancy
- Special Hazards

Architectural/Structural Plans

Before the interior layout and design of a building and fire protection systems can be evaluated the following must be verified:

- Occupancy Classification
- Construction Classification
- Area of the Building
- Required level of fire suppression
- Occupant Load Calculations
- Verify that the occupant load calculations are correct
- For Assembly Occupancies determine the allowable occupant load of patrons
- Means of Egress

- |                                      |                           |
|--------------------------------------|---------------------------|
| Exits                                | Interior Stairways        |
| Horizontal Exits                     | Outside Stairs            |
| Ramps                                | Building Compartmentation |
| Fire Resistance of Vertical Openings | Interior Finish           |
| Floor Finish                         | Exit Access               |
| Portable Fire Extinguishers          | Atrium Requirements       |
| Automatic Fire Detection             | Smoke Control             |
| Elevators                            | Emergency Power/Lighting  |

Mechanical Plans

Mechanical Plans need to be reviewed as they relate to the fire and life safety of the building occupants and the firefighters safety, not everyday functions relating to comfort.

- |                                 |                          |
|---------------------------------|--------------------------|
| Vents, Chimneys & Flues         | Fire Dampers             |
| Smoke Dampers                   | Air Ducts                |
| Heating Systems                 | Stairwell Pressurization |
| Commercial Cooking              |                          |
| Type Hood                       |                          |
| Automatic Fire Protection       |                          |
| Class "K" Extinguisher Location |                          |

<b>Standard Operating Procedure</b>  <b>FIRE PLANS REVIEW</b>	<b>PEORIA FIRE DEPARTMENT</b> <b>Prevention</b> <b>600.03</b> <b>Rev. 9/29/04</b>
	<b>Page 4 of 6</b>

Electrical Plans

In the event of a fire emergency how the electrical system is installed and where it is located is vital. The following are the minimum items that must be addressed:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Service Characteristics</li> <li>    Size</li> <li>    Location</li> <li>    Phase</li> <li>    Voltage</li> <li>Fire Alarm &amp; Detection System</li> <li>    NICET Level III Designer</li> <li>Must Hold Permit w/Peoria Fire Dept.</li> </ul> | <ul style="list-style-type: none"> <li>Electric Fire Pumps</li> <li>Emergency Generator</li> <li>Illumination of Means of Egress</li> <li>    Exit Signage</li> <li>Emergency / Stand-by Power</li> <li>    FACP/Annunciator</li> <li>    Location</li> <li>Class System (Class "A")</li> <li>    Initiating Devices</li> <li>    Indicating Appliances</li> <li>    Emergency Controls</li> <li>    Monitoring Service</li> </ul> |
|--|--|

Fire Sprinkler & Standpipe Plans

- |  |  |
|--|--|
| <p style="text-align: center;"><b>Standpipe Systems</b></p> <ul style="list-style-type: none"> <li>Requirements for Installing a System</li> <li>    Water Supply</li> <li>    Type Outlets</li> <li>    Pressure Regulating Devices</li> <li>    Roof Outlet</li> </ul> | <p style="text-align: center;"><b>Automatic Sprinkler Systems</b></p> <ul style="list-style-type: none"> <li>Requirements for Installing a System</li> <li>    Type System Provided</li> <li>    Hazard Class</li> <li>    Design Area</li> <li>    Water Supply</li> <li>    Valve Supervision</li> <li>    Hydraulic Calculations</li> </ul> |
|--|--|



Approved: \_\_\_\_\_

Robert McKibben, Fire Chief

10/5/04

Date