Suffield Fire Marshal Office

PLANS REVIEW CHECKLIST FOR COMMERCIAL & MULTI -FAMILY PROJECTS

Date in: _____ New ☐ Alteration ☐ Addition ☐ System ☐

Completed by: _____

Date Out: _____ Initial Submittal ☐ Resubmittal ☐

Project Name:	Project Location:

Contact Information

Owner:		***Tenant:***	
Contact:		Contact:	
Phone:	Cell:	Phone:	Cell:
Email:		Email:	

Architect:		***Contractor:***	
Contact:		Contact	
Phone:	Cell:	Phone:	Cell:
Email:		Email:	

Building Design Data

I-A ☐ II-A ☐ III-A ☐ IV-A ☐ V-A ☐

I-B ☐ II-B ☐ III-B ☐ IV-B ☐ V-B ☐

Mixed Occupancy: Yes ☐ NO ☐ Type:

Sprinklers: Yes ☐ No ☐ Partial ☐ NFPA 13 ☐ NFPA 13R ☐ NFPA 13D ☐ Other Extinguishing: _____

Standpipes: Yes ☐ No ☐ Class: I ☐ II ☐ III ☐ Wet ☐ Dry ☐

Building Number Mezzanine(s) Yes ☐ No ☐ Atrium Yes ☐ No ☐

Height: ft. _____ Stories: _____

Occupancy Classification

Assembly	A-1 ☐	A-2 ☐	A-3 ☐	A-4 ☐	A-5 ☐	Business ☐	
High Hazard	H-1 ☐	H-2 ☐	H-3 ☐	H-4 ☐	H-5 ☐	Educational ☐	
Residential	R-1 ☐	R-2 ☐	R-3 ☐	R-4 ☐		Mercantile ☐	
Institutional	I-1 ☐	I-2 ☐	I-3 ☐	I-4 ☐		Utility / Miscellaneous ☐	
Factory / Industrial	F-1 ☐	F-2 ☐				Storage S-1 ☐	S-2 ☐

General Requirements

Yes	No	N/A	Comment Reference	Cover sheet	Code Reference	Required / Allowed	Actual
				The scope of work and detailed narrative for all phases are clearly defined.			
			CS-2	All Codes and editions used are listed			
			CS-3	Use of Occupancy Classification identified			
			CS-4	Type of Construction identified			
			CS-5	Floor area in sf, number of stories, total height of structure and top floor height identified			
Yes	No	N/A	Comment Reference	General Plan	Code Reference	Required / Allowed	Actual
			GP-1	All Sheets signed and sealed by a design professional			
			GP-2	All sheets are drawn to scale; scale must be shown			
			GP-3	Key plan provided for all sheets			
			GP-4	All areas clearly labeled			
			GP-5	Title block provided on all sheets			
Yes	No	N/A	Comment Reference	Site Plan and Fire department Access	Code Reference	Required / Allowed	Actual
			SP-1	Entire project site including: roadways, property lines, all bldgs on site (existing and proposed) as well as other structures on site are shown.			
			SP-2	North directional arrow provided			
			SP-3	Fire Hydrants, Fire Dept connections, Post indicator valves,			
			SP-4	Apparatus Access to within 150' to all portions of the building and Exterior ground floor walls. (see exception)	503 Appendix D		
			SP-5	Addition access required?	503 Appendix D		
			SP-6	Apparatus access road minimum unobstructed 20' width and vertical clearance of 13'6"	503 Appendix D		
			SP-7	Apparatus access road surface supports the imposed loads of Fire Apparatus and provides all weather driving capabilities.	503 Appendix D		
			SP-8	Minimum turning Radius -	503 Appendix D		
			SP-9	Dead end Access requires turnaround	503 Appendix D		
			SP-10	Grade does not exceed 10%	503 Appendix D		
			SP-11	Apparatus access road / fire lane marking and/or signage	503.3		
			SP-12	Do parking areas obstruct apparatus access?	503 Appendix D		
			SP-13	Do security gates block apparatus access?	503 Appendix D		
			SP-14	Security gate access provided? Via Knoxbox, Electric gate opener, or guard.	503.6		
Yes	No	N/A	Comment Reference	Water Supply	Code Reference	Required / Allowed	Actual
			WS-1	Type of water supply, fire main size listed, tank capacity, etc..			
			WS-2	Required Fire Flow calculated and listed?			
			WS-3	Minimum Fire hydrants required?			
			WS-4	Hydrant spacing- No more than 800 feet			
			WS-5	Hydrant within 100' of FDC for Sprinkler / Stand pipe system			
			WS-6	Impact protection provided for Fire Hydrants / FDC where subject to vehicle impact.	IFC 507.5.6 IFC 312		

Yes	No	N/A	Comment Reference	Building Height and Area	Code Reference	Required /Allowed	Actual
			BHA-1	Stories			
			BHA-2	Allowable height			
			BHA-3	Height increase			
			BHA-4	Allowable Area			
			BHA-5	Area Increase			
			BHA-6	Unlimited Area			
			BHA-7	Mixed use and occupancy			
			BHA-8	Mixed use and occupancy- Non-separated			
			BHA-9	Mixed use and occupancy – Separated			
			BHA-10	Required separation of occupancies			
			BHA-11	Incidental use			
			BHA-12	Parking beneath occupancies			
			BHA-13	Use of fire wall to create separate buildings			
Yes	No	N/A	Comment Reference	Fire-Resistance Rated Construction	Code Reference	Require/ Allowed	Actual
			FR-1	Fire resistive assemblies shown on plans			
			FR-2	Exterior bearing wall fire resistance rating			
			FR-3	Interior bearing wall fire resistive rating			
			FR-4	Exterior nonbearing wall fire resistance rating			
			FR-5	Floor construction and secondary members			
			FR-6	Roof construction and secondary members			
			FR-7	Floor/ceiling fire resistance distance			
			FR-8	Exterior wall rating based on fire separation distance			
			FR-9	Exterior wall: allowable area of openings			
			FR -10	Exterior wall: allowable area of openings - Protected			
			FR -11	Exterior wall: allowable area of openings - Unprotected			
			FR -12	Exterior wall: Vertical separation of openings			
			FR -13	Fire walls			
			FR -14	Fire walls horizontal continuity			
			FR -15	Firewall vertical continuity			
			FR -16	Fire barriers			
			FR -17	Fire barrier fire resistance rating			
			FR -18	Fire barrier continuity			
			FR -19	Fire partition			
			FR -20	Fire partition continuity			
			FR -21	Smoke barrier			
			FR -22	Smoke partition			
			FR -23	Horizontal assemblies			
			FR -24	Vertical openings			
			FR -25	Shaft enclosures			
			FR -26	Shaft connecting 3 stories or less			
			FR -27	Shaft connecting 4 or more stories			
			FR -28	Penetrations			
			FR -29	Fire resistant joint systems			

Yes	No	N/A	Comment Reference	Fire-Resistance Rated Construction (conti)	Code Reference	Require/ Allowed	Actual
			FR -30	Opening protectives: Fire Doors, Fire-resistance rated glazing			
			FR -31	Ducts and air transfer opening: Penetrations of Fire-resistance rated and Non-fire-resistance rated floors, ceilings, walls.			
			FR -32	Concealed spaces: Fire Blocking, draft blocking, etc…			
			FR -33	Roof classification			
Yes	No	N/A	Comment Reference	Interior Finishes	Code Reference	Require/ Allowed	Actual
			IF-1	Wall and ceiling: exit	803		
			IF-2	Wall and ceiling: exit access	803		
			IF-3	Wall and ceiling: rooms	803		
			IF-4	Floors	803		
			IF-5	Combustible materials in Type I & II construction	803		
Yes	No	N/A	Comment Reference	Life Safety & Exits	Code Reference	Require/ Allowed	Actual
			LS-1	Occupant load for each room/ floor	1004		
			LS-2	Number of persons served by exit doors provided	1004		
			LS-3	Maximum occupant load signage in “A” occupancies	1004.9		
			LS-4	Exit lead to public Way	1005		
			LS-5	Door swing projection within limits	1005		
			LS-6	Number of exits	1006		
			LS-7	exit separation	1006		
			LS-8	single exit	1006		
			LS-9	exit doorway arrangement	1007		
			LS-10	exit remoteness – 1/3 diagonal or 1/2 diagonal	1007		
			LS-11	Exit illumination	1008		
			LS-12	Emergency lighting	1008		
			LS-13	Emergency lighting at public way	1008		
			LS-14	Accessible means of egress	1009		
			LS-15	Area of refuge	1009.3.3		
			LS-15-A	Guards	1015		
			LS-16	Exit door swing in direction of travel	1010.1.2.1		
			LS-17	Horizontal sliding doors in means of egress - breakaway feature	1010		
			LS-18	Floor elevation level on both sides of exit door	1010		
			LS-19	Access controlled egress doors			
			LS-20	Panic hardware			
			LS-21	Special locking arrangements allowed	1010.1.10		
			LS-22	Interior stairs	1011		
			LS-23	Ramps	1012		
			LS-24	Exit signage	1013		
			LS-25	Hand rails	1014		
			LS-26	Common path of travel	1016		
			LS-27	Travel distance	1017,		
			LS-27-A	Exit Access Stairways and Ramps	1019		
			LS-28	Corridor fire rating	1020		
			LS-29	Corridor with	1020		
			LS-30	Dead end Corridors	1020		

Yes	No	N/A	Comment Reference	Life Safety & Exits (conti)	Code Reference	Require/ Allowed	Actual
			LS-31	Exit stair enclosures fully enclosed- Interior	1023		
			LS-31- A	Exits	1022		
			LS-31- B	Egress Balconies	1021		
			LS-32	Signage detail for stair landings of vertical stairways > than 3 stories	1023.9		
			LS-33	Smokeproof enclosure	1023		
			LS-34	exit passageways	1024		
			LS-35	horizontal exits	1026		
			LS-36	Exterior stairs	1027		
			LS-37	Exit Discharge	1028		
			LS-38	Egress Courts	1029		
			LS-38-A	Assembly	1030		
			LS-39	emergency escape and rescue plan	1031		
Yes	No	N/A	Comment Reference	Details/ Schedules	Code Reference	Require/ Allowed	Actual
			DS-1	Firestopping penetration details for each penetration type			
			DS-2	Door schedule: rating, hardware, width, assembly			
			DS-3	Stair details: width, headroom, rise, run			
			DS-4	Handrail & Guard details: projection, height, etc…			
			DS-5	Ramp details: all dimensions, slope in ratio, etc…			
			DS-6	Windows schedule/ detail including egress windows, sill height, etc…			
			DS-7	Interior finish Schedule: wall covering, floor finish, furnishings, draperies, etc…			
			DS-8	Wall details: Shaft, chase, UL or equivalent design details			
Yes	No	N/A	Comment Reference	Mechanical	Code Reference	Require/ Allowed	Actual
			M-1	Fire dampers			
			M-2	Smoke dampers			
			M-3	Stair Pressurization			
			M-4	Smoke control/ Smoke evacuation system			
			M-5	Type I commercial hood for commercial cooking appliances	606		
			M-6	Commercial Kitchen Hood Worksheet Completed			
			M-7	Exhaust duct shaft rating			
			M-8	Separation between supply and exhaust discharge			
			M-9	Separation from adjoining property line and exhaust discharge			
			M-10	Make-up air/exhaust fan sequence of operation	NFPA 96		
			M-11	Hood fire suppression system	NFPA 96		
			M-12	Class K and ABC fire Extinguisher	906 NFPA 96		
			M-13	Air handling units over 2000 CFM – return smoke detection			
			M-14	HVAC shutdown			
Yes	No	N/A	Comment Reference	Electrical	Code Reference	Require/ Allowed	Actual
			E-1	Emergency Generator	1203		
			E-2	Emergency lighting provided along total means of egress to public way			
			E-3	Exit signs			
			E-4	Fire alarm system	907		
			E-5	Single-station smoke detectors in residential occupancies			

Yes	No	N/A	Comment Reference	Elevator	Code Reference	Require/ Allowed	Actual
			EV- 1	Communication system			
			EV-2	Shaft non-combustible construction			
			EV-3	Hoist-way venting			
			EV-4	Elevator lobby enclosure			
			EV-5	Elevator signage			
			EV-6	Sprinkler Requirements	NFPA 13 NFPA 13R		
			EV-7	Shunt trip			
			EV-8	Elevator machine room			
			EV-9	Fire extinguisher in mechanical room	906.1		
			EV-10	Mechanical room sprinkler protection	NFPA 13		
			EV-11	Smoke / heat detectors	NFPA 72		
			EV-12	Accommodate Ambulance stretcher			
			EV-13	Elevator key box	506		
Yes	No	N/A	Comment Reference	Fire Protection	Code Reference	Require/ Allowed	Actual
			FP-1	Fire command center	508		
			FP-2	Emergency responder radio coverage	510		
			FP-3	Automatic sprinkler protection – Where required	903		
			FP-4	Automatic Sprinkler installation requirements	903		
			FP-5	Alternative automatic fire extinguishing system	904		
			FP-6	Standpipe – Where required	905		
			FP-7	2A:10BC fire extinguisher provided 3,000 sf max, 75 ft travel distance	906		
			FP-8	Fire extinguisher: type, size, mounting height, travel distance for hazard	906		
			FP-9	Fire alarm system- where required	907		
			FP-10	Emergency voice evacuation – where required	907		
			FP-11	Smoke control	909		
			FP-12	Smokeproof enclosure/ stair pressurization	909		