

## 2.2.2 Design and Plans Review



YOUR ORGANIZATION  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** Design and Plans Review

**SECTION/TOPIC:** Building Inspections & Code

**NUMBER:** 2.2.2

**ISSUE DATE:**

**REVISED DATE:**

**PREPARED BY:**

**APPROVED BY:**

X

Preparer

X

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

CFR

NFPA

NIMS

### 2.0 PURPOSE

This standard operating procedure/guideline addresses working with business/facility owners and managers, review teams, review processes, approval processes, notification procedures, documentation and reporting.

### 3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

### 4.0 DEFINITIONS

These definitions are pertinent to this SOP/SOG.

### 5.0 PROCEDURES/GUIDELINES & INFORMATION

#### 5.1 Working with Business/Facility Owners and Managers:

#### EXPLANATORY

Generally, plan reviews are done in conjunction with other City departments and divisions. Coordination and cooperation between various City personnel in the plans review process is necessary. Most plan reviews are conducted by the Senior Fire Inspector assigned to Development Services, Building Safety Division, but all Fire inspection personnel should be familiar with the process.

## **PLANS SUBMITTAL**

**Design Review Plans** are usually the first Fire Department plan review in the process of a large development. These plans are received from the Development Services Department, Planning Division, via interoffice mail. Review comments are placed directly on the Interdepartmental Staff Meeting Agenda coversheet. The Fire Marshal or his designee attends a weekly meeting, and forwards a copy of the agenda and comments to the Public Works, Engineering Division designee.

**Fire Sprinkler, Firelines, Fire Pumps and Standpipes** are submitted to the Development Services, Building Safety Division. Upon completion of the review, the plans are returned to the original submitter.

**Special Event Plans and Applications** are submitted to the Community Services Department, Cultural Programs Division, and the Management Services Department, Audit and License Division. They are then forwarded to the Fire Prevention Representative by either interoffice mail or at biweekly Events Task Force meetings.

**Fire Alarm Systems, Special Agent Extinguishing Systems, Fuel Tanks, and Hazardous Materials** plans are submitted to the Development Services, Building Safety Division. Upon completion of the review, the plans are returned to the original submitter.

## **PLANS REVIEW**

All plans are reviewed to ensure compliance with the 2003 International Fire Code, as amended. In the absence of specific guidelines, nationally recognized standards of good practice should be used. National Fire Protection Association and Factory Mutual standards are commonly accepted. Redlined plans shall be returned to the submitter for corrections. Developers may request meetings with the Fire Marshal and/or the plans review inspector, and shall be accommodated at the earliest possible time.

### **5.2 Review Teams:**

### **5.3 Review Processes:**

**5.4 Approval Processes:**

**5.5 Notification Procedures:**

**5.6 Documentation and Reporting:**