

Fire Protection Systems Plan Review and Inspections

Prince William County
Fire Marshal's Office

December 15, 2005



Fire Marshal's Office Organizational Chart



Fire Marshal's Office Philosophy

- Voluntary compliance v. enforcement
- Help the customer attain compliance
- Firm, but fair
- Strive for consistency
- Continuous improvement of processes and service delivery
- Fire safety is everyone's responsibility
- Maintain dialogue with customers

Fire Protection System Plan Review

- **The Building Official has appointed the Fire Marshal's Office to administer and enforce fire protection systems related provisions of the USBC i.e., Chapter 9**
- **PWC Charter defers fire protection and prevention aspects of the site plan and zoning plan review to the Fire Marshal's Office**

Work Hours

- **Plan Review for Fire Protection Permits (FPP), Site Plans and Zoning Plans are conducted during normal working hours, Monday through Friday, between the hours of 8:30 A.M. and 5:00 P.M.**
- **FPP Plan Review Walk-thru counter hours are 8:30 A.M. – 3:30 P.M. every Thursday unless there is a holiday**

Types of Plans Reviewed

- **Sprinkler**
- **Fire Alarm**
- **Underground fire lines**
- **Kitchen hood suppression**
- **Alternative chemical fire suppression**
- **Site Plans**
- **Fire Lanes**
- **Zoning & Comprehensive Plans**

Site & Zoning Plan Submittal and Plan Review Process

- **Submit to the PWC Planning Office and follow their procedures**
- **The case manager will disseminate plans to the FMO for review**
- **The FMO review will send plan review comments and correspondence back to the case manager**
- **The Planning Office will process the plans for overall approval**

Fire Lane Plan Submittal and Plan Review Process

- **Submit fire lane plans to the FMO**
- **The plans will be issued a FLP (fire lane plan) number**
- **The FMO reviewer will review and identify where the fire lanes should be located**
- **The contractor will be contacted when the plans are approved**
- **Currently, there is no additional fee for the fire lane review**

FPP Plan Submittal Procedure

- **Following check list in Code Compliance Manual for each type of system**
- **Submit a minimum of three (3) sets of plans to the permits office**
- **Obtain FPP “tracking” number from the Building Department Engineering Section**

FPP Plan Review

- **Plans review time will vary depending on the number of projects submitted**
- **Plan review goal is to review initial submittals within two weeks; revisions within one week**
- **Revisions and certain plans can be reviewed during the Walk-thru Service provided that the scope of work meets the Walk-thru criteria**

FPP Plan Review – continued

- **Plan reviewer will contact the FPP permit holder when plans are rejected; revisions should reference the project FPP number**
- **Plans that are approved will receive approval stamps and an approval letter which is part of the approved plan**
- **The plan reviewer will update the information for the FPP permit in the County Permit computer system**

FPP Plan Review – continued

- Rejected plans will stay in the Fire Marshal's Office until there is an approved plan
- The plan reviewer will typically contact the contractor when the plans are approved
- Plan that are approved will be sent back to the Permits Office for processing
- Permit fees will be paid at the Permits Office
- Fire Protection permit fees can be found in the Code Compliance Manual

FPP Plan Review – continued

- **After permit fees are paid at the Permits Office; the contractor can contact the FMO to schedule an inspection**
- **Contractors can refer to the Code Compliance Manual to determine what type of inspection is required**

FPP Plan Review – continued

- **Any field modifications, “as-builts” or variations from the approved plan will require revisions to be submitted to the FMO for review**
- **Additional permit fees may be applied**

Fire Protection System Inspections

- Inspections of Fire Protection Systems have been deferred to the Fire Marshal's Office by the Building Official.

Acceptance Inspections

- Inspections for Fire Protection Permit Plans (FPP) are conducted during normal working hours, Monday through Friday, between the hours of 8:00 A.M. and 4:00 P.M..
- Saturday and Sunday inspections for certain inspections are also available.

Scheduling an inspection

- Not available on the IVR system.
- The **permit holder** must call 703-792-6360, between the hours of 8:00 A.M. and 3:00 P.M., Monday through Friday.
- Requests for inspections for the following day will not be approved after the **3:00 P.M. deadline.**

- Must provide the following information:
 - FPP, FLP, or BLD permit number inspection is for.

 - The name and telephone number of the person to be on site.

FMO Expectations

- A copy of the permit must be **posted** in an approved location.
- A copy of the “**approved**” plans must be at the site. If there are “**revised**” plans, make sure they are on site.
- A representative of the **permit holder** must be at the site for the inspection and be readily accessible to accompany the inspector.

Expectations (continued)

- The work being inspected was installed per the “**approved**” plan.
- The work being inspected is **compliant** with the appropriate code or standard.
- Manage your projects; the FMO should not be your “quality control” staff.