



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this policy is to detail the requirements of the Fire, Building & Safety Division regarding the plans review process and the responsibilities of the members performing the examination. The plans review process is an essential step in assuring compliance with all applicable state and local codes when developing projects and implementing life safety systems within new and existing structures.

POLICY

Plans for buildings, building systems, fire alarm, fire sprinkler, wet chemical/clean agent systems and large-scale development, including subdivisions, shall be reviewed by the Division, as part of the permitting process. Plan types include, but are not limited to, architectural drawings, engineer designs and CAD drawings. Preliminary plans, marked "Not For Construction" are acceptable for preconstruction review, however shall not be acceptable for final review for construction. Typically, final plans submitted for construction shall be reviewed, marked for revision or approved and permitted within two weeks of submittals.

All plans shall be submitted electronically. Paper plans shall not be acceptable.

Plans shall be examined using the State of Arkansas' most current adopted Arkansas Fire Prevention Code, International Plumbing and Mechanical Code, National Electrical Code, applicable state referenced NFPA standards and local codes.

Building and Building System Plans

All building plans submitted to the City of Russellville for review shall also be submitted to the Division. Plans submitted for construction shall include the design architect's stamp and signature. Building system plans shall include engineers stamp and signature. Plans examiners shall review and document the following:

- Occupancy Classification
- Occupant Load
- Construction Type
- Description (new, addition, remodel, etc.)
- Square Footage
- Number of Stories
- Fire separation
- Interior Finish
- Automatic Sprinkler System
- Fire Pump
- Standpipe System
- Fire Alarm and Detection System
- Portable Fire Extinguishers

Approved

Fire Chief

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- Commercial Kitchen Hood
- Egress, Exits and Illumination
- Building Systems (Plumbing, Electrical, Mechanical, etc.)
- Water Supplies and Distribution
- Hazardous Materials
- Key Box Location
- Premises Identification
- Fire Apparatus Access

Final review approval or conditional approval of building plans shall be documented and submitted electronically or as part of the EnerGov system.

Large Scale Development / Subdivision Plans

All large scale development and subdivisions submitted to the City of Russellville for review shall also be submitted to the Division. Plan review for large scale and subdivision typically in water supply, fire hydrant layout, fire apparatus access roads and structure footprints. Reviews shall be completed and preliminary comments submitted by the scheduled Technical Review in preparation for the Planning Commission.

Fire Alarm Plans

All fire alarm submittals shall be reviewed to ensure compliance with the Arkansas Fire Alarm Submittal Guidelines, the Arkansas Fire Prevention Code and NFPA 72. All fire alarm systems monitoring a fire sprinkler shall, in addition to the state code requirements, include a remote annunciator panel, one smoke above the main fire panel, one manual pull station and visual/audible notification.

Fire Sprinkler Plans

All fire sprinkler submittals shall be reviewed to ensure compliance with the Arkansas Fire Sprinkler Submittal Guidelines, the Arkansas Fire Prevention Code and applicable NFPA 13, NFPA 13R, NFPA 13D, NFPA 14 and NFPA 20. Fire Department Connections shall be remote, in view of apparatus approach (front of building) and shall include Knox locking caps. Building FDCs may be installed in areas where remote is not feasible i.e., urban density, zero lot line, etc. Building FDCs shall be approved by the Division.

Approved

Fire Chief

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