



Rogers Fire Department Standard Operating Procedures

Policy Title:	Plan Review		
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Approved By:	Tom Jenkins	Last Updated:	November 2010
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Purpose

The plans review process is an essential step in assuring compliance with all applicable local codes when developing projects and implementing life safety systems within new and existing structures. This policy shall detail requirements of the Rogers Fire Prevention Division regarding the plans review process and the responsibilities of the examiner.

Policy

Plans for fire alarm, fire sprinkler, wet chemical/clean agent systems and large scale development including subdivisions shall be reviewed by the Fire Prevention Division as part of the permitting process. Typically, plans submitted shall be reviewed, marked for revision or approved and permitted within one week of submittal.

Fire Alarm Plans

All fire alarm submittals shall be reviewed to assure compliance with the Arkansas Fire Alarm Submittal Guidelines, Rogers City Ordinance, NFPA 72 and The Arkansas Fire Prevention Code. Discrepancies shall be noted on Fire Department letterhead and forwarded to the submitting party and/or "red-lined" and returned. Re-submittal by the fire alarm contractor shall follow the same process as the original. Approved submittals shall be stamped and permitted appropriately.

Fire Sprinkler Plans

All fire sprinkler submittals shall be reviewed to assure compliance with the Arkansas Fire Sprinkler Submittal Guidelines, Rogers City Ordinance, the Arkansas Fire Prevention Code, and where applicable, NFPA 13, NFPA 13R, NFPA 13D, NFPA 14 and NFPA 20. Discrepancies shall be noted on Fire Department letterhead and forwarded to the submitting party and/or "red-lined" and returned. Re-submittal by the sprinkler contractor shall follow the same

process as the original. Approved submittals shall be stamped and permitted appropriately.

Large Scale Development /subdivision Plans

All large scale developments and subdivisions submitted to the city for review shall also be reviewed by the Fire Prevention Division. Once the plans have been reviewed, a detailed guideline prepared by the Fire Marshal shall be forwarded to Planning and Transportation and to the Fire Marshal's Administrative Assistant. This guideline shall specify all requirements by the Fire Department as the Arkansas Fire Prevention Code and Rogers City Ordinance dictates. Any discrepancies noted shall be "bulleted comments" in the guideline. Plans re-submitted shall follow the same process as the original.

Education

Personnel assigned to plans review shall be versed in all aspects of applicable codes and regulations for such plans. Special considerations for HAZ-MAT, special occupancy provisions, new technologies, etc. shall be considered when pursuing continued education. The most current adopted codes, guidelines and handbooks shall be familiar to the plan reviewer. Continued education and networking are paramount in keeping up with technologies. A plan review course relating to fire protection systems shall be required prior to being released to perform plan review. Plans review personnel are encouraged to pursue certification with the ICC in the fire plans examiner category.