Plan Review Checklist

☐ Date: ____________________

☐ Application # _____________________

☐ Address: _______________________________________

☐ Type of Construction – Circle one – IA IB IIA IIA IV V-A IIB IIB V-B

☐ Intended Use ____________________________________________

☐ Occupancy Classification – Circle one A B E F H I M R S SR U

☐ Occupancy Subcategory Circle one - -1 -2 -3 -4 -5

☐ Occupant Load _____________________

☐ Access Issues: Issues include width, height, gates, turn-around(s), number of routes available, distance from structure, distance from hydrants/standpipes/FDCs, dead-end length, turning radius, all-weather surface, roof access

☐ Fire lanes: Designated, clearly marked, obstructed

☐ Knox: Boxes and locks. Easily accessible, proper keys inside (check to actual lock), are keys identified? Haz Mat info in box? Surface mounted or recessed?

☐ Keys: A key for a spaces/equipment needed. Exterior and interior doors (might be different), fire alarm control panel, sprinkler riser, riser room, elevator-one regular key for recall, one for emergency opening (usually located in the elevator equipment room-mounted on the wall, elevator equipment room, pre-action system, electrical panels, any other keys

☐ Indicating Valves (PIV, Vault) Location, what tool is needed to open it, shut off valves(position/condition of valves), alarmed sump pump or gravity drain, confined spaces issue, ladder,

☐ Hydrants: Number, spacing, location, height, steamer port (direction), flow, obstructions-vegetation (trees, bushes, vehicles), and impact protection.
Riser(s) connection:  FDC and or standpipe- height, location (at valve pit/vault or other), size, threads, distance from hydrant, distance from building, are caps in place, type of caps, Knox caps.

Structure:  Square footage, stories, openings, separation, canopies, and type of construction, use (occupancy)

Fire Protection:  Sprinkler system, fire alarms, risers, commercial cooking hoods, draft stops, smoke dampers, portable fire extinguishers, fire pump.
   • Sprinkler: Location of sprinkler riser and shut off valves for floors, is system wet/dry/combination, pre-action system, CO2 or Halon flooding system, deluge, in-rack, Dry-Chemical, Anti-Freeze loop, Dry pendant, other? Canopy or skylight issues? Commodity Classification?

   • Fire Alarm: Location of fire alarm control panel, location of annunciator(s), location of alarms associated with sprinkler system(water flow, tamper, low air, manual pull station-by every exit?, protected-(tamper resistant or from impact), smoke detectors, heat detectors, elevator recall, duct detectors, interior general alarms, exterior general alarms.
      • Monitoring: Is system being monitored? By whom? Entire system or just one section (i.e. elevator recall).

   • Risers: Standpipes in building(stairwells) wet or dry, size, location, number,
   • Hose stations: Location, number of, thread specs, valve size.
   • Commercial Cooking: Type of system-wet chemical, combination (wet chemical/water), location of manual pull station(s), location of shut off valve for water supply.
   • Draft stops
   • Dampers: Quantity, location

   • Portable fire Extinguishers: Quantity, location, type (multi class, “K” (kitchen) class, water mist, travel distances.
   • Fire pump: Location, number, electric/diesel?

Electrical: Location and number of power panels/power panel rooms, location of e-power,
   • Emergency egress lighting- interconnected to generator, stand-alone battery units, Location / Number of units
   • Lighted exit signs: Self-luminous (radioactive gas such as Tritium), photo luminescent (glow in the dark), connected to a power source, e-power, floor-level exit signs- (R-1 occupancies only) Location / # of
**Generator:** Type (electrical, natural gas, diesel), location, duration,  
- Aboveground Storage Tank – Secondary containment, spill control, protected (UL2085), vehicle impact protection.

**Delayed Egress:** Correctional, department stores, behavioral health,  
- Alzheimer’s, fail safe.

**Elevators:** Number, location, location of keys, recall? elevator equipment room F/E

**Equipment room:** Hot water heaters,

**Means of egress:** Aisle width, panic hardware, number of exits,

**Hazardous Materials:** quantities, location, MSDS? Flammable / combustible liquids?

**Venting:** Smoke and heat venting- remote actuation

**Area of Rescue Assistance:** Location, quantity, two-way communication?

**Exterior:** Gas shut off, power lines,

**Posting of Room capacity:** Assembly occupancies only.

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### Present at Site Review

- [ ] Planner
- [ ] Building Official
- [ ] Water
- [ ] Public Works
- [ ] R.U.S.A.
- [ ] Architect
- [ ] General Contractor
- [ ] Owner
- [ ] Engineer