

Southaven Fire Department
Division of Fire & Emergency Medical Services
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Southaven Mississippi 38671

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Plans Submittal Checklist

The following shall be the minimum requirements for acceptance of plans to be reviewed. Plans shall conform to 2003 International Fire Code, Section 105.4. Construction documents shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of the Fire Code and relevant laws, ordinances, rules and regulations as determined by the fire code official. Plans can not be released until such time that all issues have been addressed by the party responsible for the design of the project.

Review and approval by the fire code official shall not relieve the applicant of the responsibility of compliance with this code. No individual has the authority to omit any section of the adopted codes. There is a process of appeal when there is any discrepancy in interpretation of the code or new technology might be substituted that would meet the intent of the code. This list is not to be considered all inclusive and may be revised as necessary. Provide a cover sheet with all pertinent information regarding the occupancy, type of construction, design professional contacts, any specific details that apply to the project such as codes and standards used for design. A complete set of drawings shall be submitted with electrical, mechanical, structural, and all other applicable sheets included. All drawings must bear the appropriate stamp of a design professional registered in Mississippi.

The following are some of the items that should be provided.

- a. Project Name and Address
 - b. Type of occupancy
 - c. Type of construction
 - d. Occupant load
 - e. Code edition used for design
 - f. Square footage shown
 - g. Square footage allowed
 - h. Height and Area Increase when applicable
 - i. Travel distances to exits
 - j. Exits provided
 - k. Exits required
- 2) A copy of plans shall be submitted on CD-ROM in auto-cad format. These electronic files must be submitted prior to the project being released and any

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major modifications during the project must be submitted as well. The drawings will be archived for future reference and used for fire and emergency pre-planning purposes by the Southaven Fire Department. Paper drawings will be discarded upon completion of the project. The archived drawings will be for the City of Southaven use only and will not be released without permission from the design professional or firm that submitted the drawings.

- 3) Provide a life safety plan that can be used for emergency evacuation planning. This plan should include fire rated partitions, fire alarm initiating devices, medical gas emergency valves, fire extinguisher locations, areas of refuge, and any other items that might be part of the life safety design of the facility.
- 4) Site plan with water mains and hydrant locations. Grades shall be no greater than 10 percent for fire department access roads. Turning radii must be 45' outside measurement for fire apparatus access roadways. The minimum height of clearance shall be 13' 6" and width of 20'. Fire apparatus access roadways must be in place prior to combustible materials being brought on the site.
- 5) Fire sprinkler system drawings shall be submitted by the contractor that will install the equipment. Southaven has a specific sprinkler ordinance that must be met. A checklist for sprinkler systems may be obtained upon request. All information as specified in NFPA 13 shall be provided on the drawings. Calculations must be submitted proving private fire mains are adequate to supply water demands as specified in the 2003 International Fire Code Appendix B.
- 6) Where cooking operations are provided, a submittal is required for the hood as well as the hood suppression system. The hood shall comply with NFPA 96. The fire suppression system shall comply with NFPA 17-A.
- 7) Fire extinguishers shall comply with NFPA 10 requirements for size, type, installation, and travel distances.
- 8) NFPA 72 compliant fire alarm drawings shall be submitted for review.
- 9) The City of Southaven has adopted the 2003 International Codes. Plans are to be submitted in compliance with these codes and the referenced NFPA standards.
- 10) Specific details shall be provided for any special situations such as hazardous materials storage, fuel dispensing, spray application, or other special hazards. All special hazard occupancies shall comply with the applicable NFPA requirements as referenced by the code used for design. In compliance with Section 104.7.2 of the 2003 International Fire Code, submittals might be required that are prepared by and bear the stamp of a registered design professional at the discretion of the fire code official.
- 11) Specification sheets shall be provided for specialized devices and equipment to confirm U.L. or F.M. approval when applicable.
- 12) Rated partitions shall be easily discernable on a single sheet with details provided for fire-stopping and draft-stopping. Testing Lab numbers shall be provided for rated partitions. Door schedules must reflect appropriate rating and include rating of frames and hardware. Cut sheets may be provided as necessary.

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