

## **Fire Marshal Requirements:**

### **What is required to be submitted for new facilities?**

- 24 or less children – submit C.2.2 (PDF) and scaled drawing to OSFM.
- 25 or more children – submit C.2.2 (PDF), C.2.2.A (PDF), and code footprint to OSFM.
- Each room must be labeled with a name or number for the room, this must match what you are submitting to KDHE for Licensure. Fire Marshal approval will indicate how many occupants can be placed in the room; this will include staff.

### **Requirements for a Scaled Drawing:**

The work shall be designed and constructed to the criteria established by Kansas regulation. Furthermore, the plans shall be reviewed for code compliance, or a building permit shall be obtained from a local building official and/or fire authority with building inspections taking place during construction and a certificate of occupancy issued prior to formal use. In some local jurisdictions, both will take place. You must show all the fire safety features of constructed buildings, resources. Fire protection and life safety features must be included in the original scale drawing and not retrofitted at a later stage. The scaled drawing provides a snapshot of the key code information shown within a small-scale building plan. The code footprint reduces redundancy and increases the coordination between all participants involved with new/existing construction.

### **Requirements for Code Footprint:**

New construction in the state of Kansas, including building additions and changes, must be under the direct supervision of a Kansas licensed design professional, whether an architect or engineer. The work shall be designed and constructed to the criteria established by Kansas regulation. Furthermore, the plans shall be reviewed for code compliance, or a building permit shall be obtained from a local building official and/or fire authority with building inspections taking place during construction and a certificate of occupancy issued prior to formal use. In some local jurisdictions, both will take place. Kansas architects, engineers, building code officials, and fire officials shoulder the responsibility for providing a third-party objective evaluation of the fire safety features of newly constructed buildings. Resources may not be readily available to verify new construction is designed and built to meet the intent of the Kansas Fire Prevention Code. The major participants of the fire protection team are the building owners and operators, the local inspection authorities, the Office of the State Fire Marshal, and the Kansas licensed design professionals. These major participants must work together to facilitate the efficient use of resources. Fire protection and life safety features must be included in the original design concept and not retrofitted at a later stage. To make such a review of specific code criteria possible, a format called a “code footprint” has been developed over the years. **The code footprint provides a snapshot of the key code information shown within a small-scale building plan. The code footprint** reduces redundancy and increases the coordination between all participants involved with new/existing construction.

## **SUBMITTAL TIMEFRAMES:**

The Kansas State Fire Marshal's Office has 30 days to review your code footprint for compliance with all the state adopted codes and regulations. This 30 days starts from the date that we receive a complete submittal. Incomplete submittals will not be reviewed by a Certified Plan Reviewers.

We review submittals in the order that they are received. You must plan accordingly and submit your information well in advance of any critical deadlines.

We will NOT do an emergency review or place your submittal ahead of others. Everyone has deadlines and more importantly our staff needs time to be able to sit down and accurately review the information. Often a "hurried" review lends itself to errors.

## **Kansas State Fire Marshal – Fire Prevention Division**

### **REQUIRED ON CODE FOOTPRINT**

- (1) Graphic bar scale;
- (2) North directional indicator;
- (3) Complete building floor plan, with clear identification of new, remodeled, and existing (Shading);
- (4) Identification of all permanent partitions taller than six feet;
- (5) Label with plain text, keynotes, or legends for each room and space;
- (6) Occupant load of assembly rooms and total occupant load for each floor level;
- (7) Stair and shaft enclosures: openings and ratings;
- (8) Corridors: Openings and ratings;
- (9) Occupancy and area separations identified;
- (10) Horizontal exit arrangements, exit passageways, and smoke compartments identified;
- (11) Exterior exits and exit capacity identified;
- (12) Location of the central fire alarm control panel and any remote annunciator panels;
- (13) Location of each fire department supply connection;
- (14) Location of fire department access roads and fire hydrants;
- (15) Property line distance and exposures;
- (16) Special hazards or conditions identified; and
- (17) Location of any anticipated future additions (dotted lines)

### **REQUIRED ON CODE FOOTPRINT ANALYSIS**

- (1) Project construction purpose: new, addition, change in use, renovation, or other;
- (2) Reason for submittal: new construction, new licensure, certificate of occupancy, or plan of correction for existing code deficiencies;
- (3) Building street address, city, state, zip code;
- (4) Owner name, address, city, state, zip code, phone and fax number;
- (5) Designer name, address, city, state, zip code, phone and fax number;
- (6) Designer's seal (RA or PE);
- (7) Date developed and any revision dates;
- (8) Code or codes used;
- (9) Name of the responding fire service;
- (10) Name of the local building inspection department, if available;
- (11) Each occupancy group and type;
- (12) Type of construction;
- (13) Structural code requirements, including the following:
  - (A) The total floor area of each occupancy, both actual and allowable;
  - (B) height and area limitations, both actual and allowable; and
  - (C) structural fire ratings\*\*, both actual and allowable ;
- (14) Active fire safety features, including the following:

- (A) The type of automatic suppression systems and locations;
- (B) the fire alarm signaling system;
- (C) emergency lighting and power features; and
- (D) the smoke control system;
- (15) Water supply requirements of the facility for fire suppression; and
- (16) Alternative methods of design or construction, or both.

**\*\*Structural Fire Protection Ratings**

Interior bearing walls, Exterior bearing walls, Exterior nonbearing walls, Structural frame, Permanent partitions, Shaft enclosures, Floors, Roofs, Exterior openings, Proposed UL, FM, or other fire assembly numbers (if available)

## **WHEN DO I NEED TO GET AN ENGINEER OR AN ARCHITECT?**

The law requires a Kansas licensed architect or engineer to design projects and systems meeting specific criteria in the State of Kansas.

### **The services of a Kansas licensed architect are required when:**

- Designing new buildings (Excluding single family dwellings & farm buildings)
- Designing changes to existing buildings which affect structural components
- Designing changes to existing buildings which affect the fire resistive qualities of the Structure

### **A Kansas licensed professional engineer is required when:**

- Design or modification of fire detection
- Design or modification of automatic sprinkler system
- Design or modification of automatic smoke detectors system
- Design or modification of flammable gas detection systems
- Design or modification of liquefied petroleum gas systems

The involvement of an architect or engineer in the design stage reduces the chance that a safety related code violation will be identified during construction and also reduces the delay and expense of correcting any safety problems before an occupancy permit can be granted.

### **Before hiring a Kansas, licensed architect or engineer be sure you do some research and ask some important questions such as:**

- 1.) Are they familiar with K.A.R 22-1-7 regarding code footprint submittals?
- 2.) Are they designing to the editions adopted by the Office of the State Fire Marshal?
- 3.) What are their timelines for acceptance?
- 4.) Who do they hire to do the construction work?
- 5.) What is their construction warranty?

