FD LETTERHEAD

The submitted plans for your commercial or multi-family project are under review with Fire & Emergency Services. Applications which only require conceptual plans will be reviewed to the appropriate level of detail for this stage of development planning.

Per the Department of Planning & Development Review, Final Subdivision Plat site plan and Building Permit architectural plan reviews require 100% construction drawings. When applicable, the following sheets should be noted in the Table of Contents of the plan set. Any symbols, fire lines, hydrants, etc. pertaining to our review should be in noted in red.

- Site Layout
- Utility Layout
- First Floor Plan
- Life Safety Plan
- Roof Plan
- Elevation Drawings
- ERCES/BDA (In-Building Solution)

Please respond to the checklist items below **and include the corresponding sheet number when asked to provide locations** to expedite our review process. Further discussion may be necessary to provide approval from this department on your application's plans.

We reserve the right to change or amend our decisions should new evidence be discovered, site conditions change during the review period, or revisions on subsequent submissions for this application modify previously approved items which fall within our scope of review.

We look forward to working with you to design a safe project for our city's residents and visitors.

Office of the Fire Marshal
City of Richmond Fire Department
201 East Franklin Street
Richmond, VA 23219

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FIRE & EMERGENCY PLAN REVIEW CHECKLIST

Project Summary

1. Is this new construction or a rehabilitation project?
2. What is the height of the building(s)? How many stories?
3. Is there an accessory parking garage or parking garage levels?
4. Are any levels below street level or below grade?

Building Occupant Egress

5. Provide locations of roof access points on the plans.
6. If there is a basement or floors below street level, provide locations for egress on the plans.
7. For projects with 6 stories or more, stairways must be noted with compass directions (North, South, etc.) and the inside of stairwells must note each floor number.
8. If a fire escape is part of the structure, it must be inspected by a design engineer and necessary repairs or replacements must be made before a Certificate of Occupancy can be issued.

Suppression Systems

9. A temporary standpipe is required on site during construction. Its operative should be on the finished floor below the next floor being constructed. Provide the location on the plans.
10. Alarm panel box. This must be in the first-floor lobby area on the street address side of the building. Provide location on the plans.
11. Knox-Box® Rapid Entry System. One is required on any new construction or renovated enclosed multi-story building. Provide the location on the plans.
12. Fire pump(s). Provide the location on the plans.
13. Command Center. This needs to be clearly marked outside of the door. Provide the location on the plans.
14. Sprinkler shut off valve. Provide the location on the plans.
15. Sprinkler connections. Provide the FDC location on the plans – in red ink please.

Hydrants & Fire Department Connections

16. More than one hydrant may be required to support the project. How many existing hydrants are near the project? How many are proposed? Provide the locations on the plans.
17. The dedicated hydrant should be public. Special circumstances may allow for a private hydrant if an ISO Class 1 Rating can be maintained and the Department of Public Utilities approves of it. A private hydrant must also be maintained in accordance with NFPA 291 and the current Virginia Statewide Fire Prevention Code.
18. The FDC for each building. Provide the location on the plans. Signage is required around it (i.e. FDC Connection, No Parking) and curbing before it must be painted yellow. We highly recommend a Knox FDC secure system to safeguard the sprinkler system.
19. The FDC should be at least 50 feet from its dedicated hydrant, but no more than 100 feet.

Emergency Vehicle Access to Site

20. New construction projects require at least (2) two roads for emergency vehicles *to access the site* and shall comply with Chapter 5 of Statewide Virginia Fire Prevention Code Fire Service Features.
21. Proposed or improved road surfaces used for emergency access must be able to support a minimum weight of 75,000 lbs.
22. Proposed or improved road surfaces used for emergency access must be at least 20 feet in width. In some cases, 27 feet may be required.
23. Curb cuts into and around the site for emergency access must support a fire apparatus turning radii of 36’ inside and 52’ outside.
24. New construction projects may require *access to all sides of the building* for emergency vehicles.

Environmental Concerns

25. Are you aware of any underground storage tanks (USTs) or above ground storage tanks (ASTs) which currently hold, or may have at one time held, flammable or combustible substances? If any are discovered during land disturbance, excavation, or construction activities, they must be immediately reported to the Fire Marshal’s Office. A permit is required before removal or abandonment. All documents pertaining environment reports shall be forwarded to the Fire Marshal’s Office.
26. Are you aware of any environmental concerns that need to be mitigated before construction, i.e. leaks, spills, etc.?
27. Will this project involve any rock blasting? A rock blasting permit shall be obtained from the Fire Marshal’s Office.

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Emergency Responder Communication Enhancement System (ERCES)/Bi-Directional Amplifier (BDA)/In-Building Solution

28. Does the project require new or augmented ERCES/BDA system equipment to provide reliable two-way radio coverage for first-responders?
29. Has the applicant designed any required ERCES/BDA system equipment per the City of Richmond Department of Emergency Communications, Preparedness, and Response (DECPR) "*Compliant Public Safety In-Building Two-Way Radio Communications Enhancement System Requirements*" document (posted and available on RFD & DECPR websites)?

Microwave Path Protection

30. Has the applicant consulted with the DECPR 800 MHz System Manager and PDR to ensure that the proposed project does not adversely impact and degrade the performance of the City's mission-critical microwave paths?