

Code Footprint Submittal Process

Below is information regarding the plan submittal process for the Office of the State Fire Marshal, as well as information on the documents required to be filled out and submitted with your plans.

1) STEP ONE

- a. The C.2.2. form and the C.2.2.A. form will be filled out by either the owner or the architect. These can be found on our website at the following link:
<https://firemarshal.ks.gov/258/Forms>
- b. Submit a C.2.2., C.2.2.A., and a signed and stamped Code Footprint to prevention@ks.gov
- c. If your project requires a Temporary Egress Plan:
 - i. Submit a C.2.2., C.2.2.A., and a signed and stamped Temporary Egress Plan to prevention@ks.gov
- d. If your project requires an ILSM Plan:
 - i. Submit a C.2.2., C.2.2.A., and a signed and stamped ILSM Plan to prevention@ks.gov
- e. If your project requires a Phasing Plan:
 - i. Submit a C.2.2., C.2.2.A., and a signed and stamped Phasing Plan to prevention@ks.gov

2) STEP TWO

- a. The above-mentioned documents will be processed, filed, and given to a Fire Protection Specialist for review. Each reviewer is allotted 30 days to complete the file and either approve or deny the plans.
- b. If your submitted Plans are approved, you will receive an emailed Plan Approval Letter. At this point, you may begin construction.
 - i. Be sure to check with the county, city, local fire department, and licensing agency for any additional requirements they may have for your project. These authorities may have adopted stricter codes than that of the State Fire Marshal and require inspections of their own.
 - ii. Please be in touch with the other agencies involved with your facility to ensure your occupancy and licensing is not delayed.
- c. If your submitted Plans are denied, you will receive an emailed Plan Denial Letter explaining why. Address all the points referenced on the letter and resubmit the revised plans to our office at prevention@ks.gov

3) STEP THREE

- a. Depending on your facility, additional documents may be required for review.
 - i. For example: Fire Alarm and/or Fire Sprinkler Plans.
- b. If the additionally required plans are approved, you will receive an emailed Plan Approval Letter. At this point, you may begin construction/installation.

- c. If the additionally required plans are denied, you will receive an emailed Plan Denial Letter explaining why. Address all the points referenced on the letter and resubmit the revised plans to our office at prevention@ks.gov

4) STEP FOUR

- a. Notify the licensing agency (if applicable) and our office with a 30-day notice when the project is nearing 50% completion. The assigned Fire Protection Specialist will contact you to schedule a date to perform an onsite inspection to review the progress.
 - i. 50% Inspections are conducted on each phase of a project.
- b. After completion of the K50% Inspection:
 - i. If no deficiencies are found, you will receive a letter stating no violations were observed during the inspection.
 - ii. If deficiencies are found, you will receive a detailed letter explaining what violations were observed. Resubmit the form directly to the Specialist with your plans to address each item, date of expected completion, and/or proof that the issues have been resolved.
 - iii. A Final Inspection Checklist will be provided to you.

5) STEP FIVE

- a. Notify the licensing agency (if applicable) and our office with a 30-day notice when the project is nearing 100% completion. The assigned Fire Protection Specialist will contact you to schedule a date to perform an onsite inspection to review the entire project.
 - i. Final Inspections are conducted on each phase of a project prior to allowing occupancy.
- b. **Plan Accordingly:** If you intend for the Specialist to witness the final testing of the fire alarm system, fire sprinkler system, or hood suppression system, please plan accordingly and notify all parties involved. A representative from each fire protection contractor will need to be onsite to conduct each test. Be advised, this adds a significant amount of time to the Final Inspection.
- c. After completion of the KFL - Final Inspection:
 - i. If no deficiencies are found, you will receive a Final Approval Letter from the Specialist stating no violations were observed during the inspection.
 - ii. If deficiencies are found, you will receive a detailed letter explaining what violations were observed. Resubmit the form directly to the Specialist with your plans to address each item, date of expected completion, and/or proof that the issues have been resolved.

6) STEP SIX

- a. Depending on the type of facility, you may receive additional approval documents and Referral Letters. These items will be sent to the appropriate Licensing Agency for licensure.

IF DURING THIS PROCESS YOU SHOULD HAVE QUESTIONS REGARDING THE STATUS OF YOUR SUBMITTAL, CODE QUESTIONS, OR GENERAL INQUIRES; PLEASE FILL OUT THE ATTACHED CONSULTATION FORM AND SUBMIT TO prevention@ks.gov.



Code Consultation Form

OSFM Code Consultation Policy: We will respond to consultation requests in the order received. Please provide code footprint, plans, photos or any other documentation required for us to provide accurate answers to your question(s). All questions on status of plan reviews should be emailed to prevention@ks.gov or faxed to (785) 296-0151.

Date:

Time:

Received From:

Name:

Phone Number:

Email:

Title (Architect, Engineer, Administrator, etc.):

Name and Location of Facility and/or Project:

KIDS Number:

Question:

OSFM Use Only

Assigned To:

Contact Date:

Time:

By:

Resolution/Outcome:

Attachments:

Filed in KIDS #:

Project Temporary Egress Plan Checklist

The following includes (but is not limited to) will be expected on project temporary egress plans:

1. Construction areas and occupied areas must be clearly identified on the floorplan.
2. Construction separation barrier(s) must be clearly identified on the floorplan.
 - a. Barrier materials, design, and ratings must be provided.
3. Corridor widths, lengths, and dead ends created by the construction separation barriers.
4. New travel distances and egress paths must be shown on the floorplan.
5. Provide the expected status of the Fire Alarm and Fire Sprinkler systems during construction in both construction areas and occupied areas.
 - a. Note if a Fire Watch will be required or provided at any time.

Please Note:

1. Temporary Egress Plans must be reviewed and approved by OSFM prior to beginning construction.
2. If your project is to be done in phases, then a phasing plan is required to be submitted with your Code Footprint. Temporary Egress Plans for each phase will be required.

Project Site Plan Checklist

The following is what will be expected on project site plans:

1. Fire Department Access and measurements
 - a. Turn around designs and dead ends must be shown
 - i. Code reference IFC Appendix D
2. Hydrant placement and distances
 - a. Code reference IFC Appendix C
3. Fire Department Connection (FDC)
4. Generator (if applicable)
5. Provided Fire Flow
 - a. Provided flow is derived from a water flow test performed by the city on the closest hydrants
 - i. Test must show location of hydrant, GPM, static and residual pressures, orifice size and shape, and elevation.
6. Required Fire Flow
 - a. Required fire flow must be calculated by an FPE or PE familiar with fire flow calcs. The engineer must provide a stamped letter and a graphed analysis of the provided flow vs what is required by code.
 - i. Code reference IFC Appendix B

Project Phasing Plan Checklist

The following includes (but is not limited to) what will be expected on project phasing plans:

1. Each phase must be clearly identified and marked out on its own floorplan sheet.
2. Provide a detailed explanation of the scope of work within each phase.
3. Show the location of temporary separation walls.
 - a. State how separation will be achieved.
 - b. State the rating this separation will provide.
4. Provide the expected status of the Fire Alarm and Fire Sprinkler systems during each phase.
5. Note if a Fire Watch will be required/provided at any time.
6. Provide a projected timeline of 50% completion and Final competition of each phase.

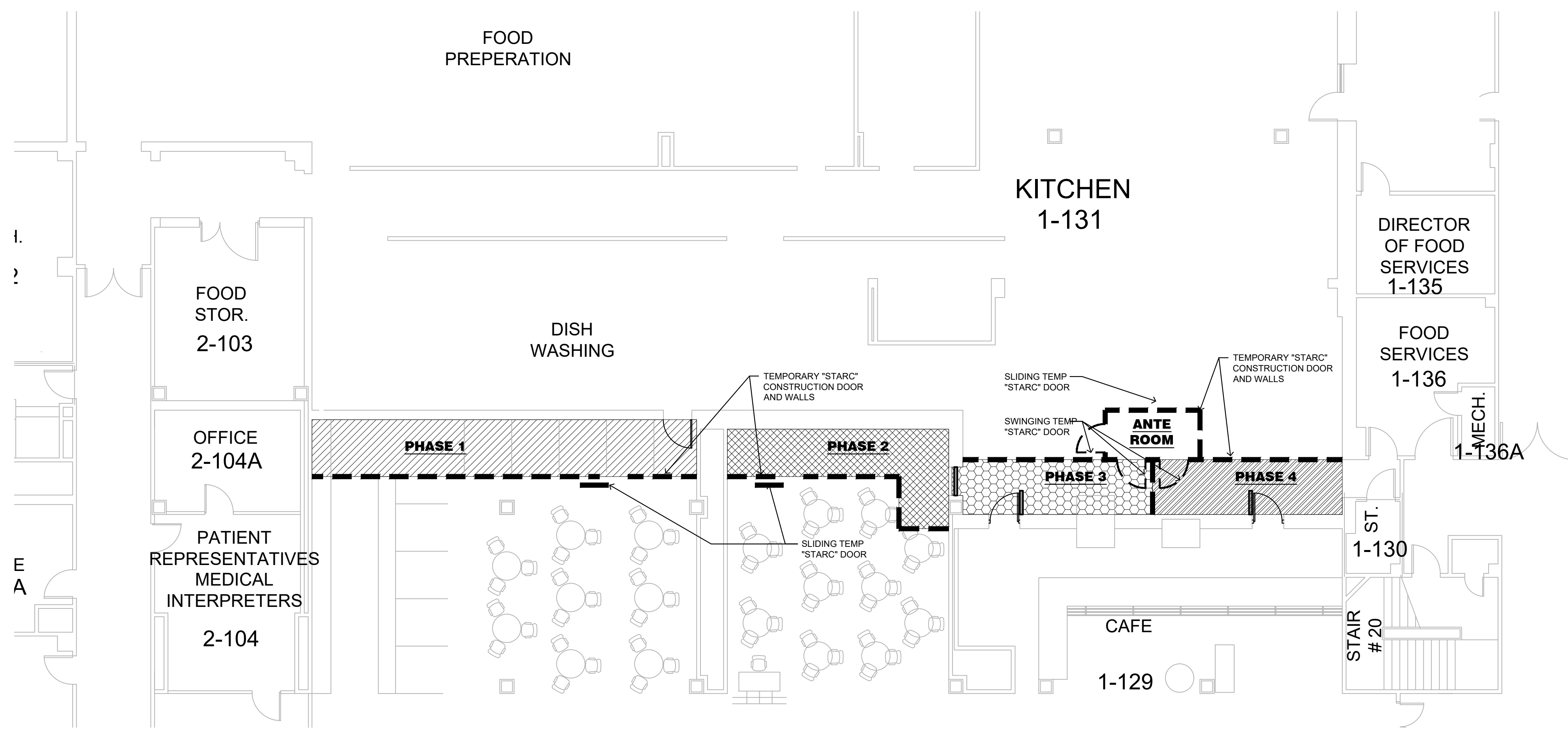
Please Note:

1. If your project is to be done in phases, then a phasing plan is required to be submitted with your Code Footprint. It must be reviewed and approved by OSFM prior to beginning construction.
2. Each phase is required to receive an onsite 50% Inspection and an onsite Final Inspection by OSFM.

PHASING LEGEND	
	PHASE 1
	PHASE 2
	PHASE 3
	PHASE 4

TEMPORARY WALL NOTES:

1. STARC WALLS (LONG TERM PHASED WORK) - INCLUDES TELESCOPING MODULAR WALL PANELS WITH 3 LAYER CONSTRUCTION: PAINTED ALUMINUM FRONT, SOUND ATTENUATING FOAM CORE, AND GALVANIZED STEEL BACK. PANEL CONNECTIONS ARE AIR TIGHT WITH GASKETING AND CAN EXCEED ICRA CLASS IV REQUIREMENTS. WALLS ARE CLASS A RATED FOR FIRE AND SMOKE.
2. STARC DOORS (LONG TERM PHASED WORK) - EXCEEDS ICRA CLASS IV REQUIREMENTS. FRAME IS PAINTED ALUMINUM. SLIDING DOORS ARE LATCHING AND SELF CLOSING WITH ADJUSTABLE THRESHOLD/SWEEP GASKET WHICH ALLOWS INSTALLATION ON UNEVEN SURFACES.
3. ZIP WALLS (SHORT TERM WEEKEND WORK) - A PLASTIC SHEETING AND ALUMINUM POLE SUPPORT SYSTEM. ALL JOINTS SHALL BE SEALED WITH E-Z FLAME FIGHTER DRYWALL FINISHING TAPE. ALL DOOR OPENINGS SHALL BE ZIPPER SEALED.



PHASING PLAN - ENLARGED
 1/8"=1'-0"
 0 8'

FIRE SPRINKLERS SHALL REMAIN ACTIVE IN ALL AREAS DURING CONSTRUCTION ACTIVITIES. HEADS SHALL BE TURNED UP IN AREAS WITH REMOVED CEILINGS, TYP.

DOCUMENTATION FOR FINAL INSPECTIONS

All documentation shall be presented in a 3-ring binder and must be maintained and updated as required and must remain available for review **at the facility**, at all times.

The following includes (but is not limited to) what will be observed during a Final Inspection:

1. Above ground pipe inspection
2. Below ground pipe inspection
3. Certificate stating the kitchen hood suppression system is installed in accordance with all applicable standards and signed by the installer attached to a complete inspection of the suppression system
4. Locations of fire dampers with fusible links marked on code footprint.
5. Code Footprint- Up-dated code footprint signed sealed and approval letter from OSFM and "As Built" drawings if there has been any variation to the approved code footprint, fire sprinkler or fire alarm system
6. Boiler inspections – must be current inspections
7. Acceptance test for generator and documentation – in accordance with 1999 edition of NFPA 110 (5-13.1)
8. Flame spread documentation for interior Covering & Finishing, Carpet, Walls, Draperies, Doors, Flooring, Windows, Door Gaskets, Cubical Curtains, Curtains & Blinds
9. Medical Gas System – certification and inspection.
10. PIV – Tamper control device.
11. Certificate stating fire alarm system is installed in accordance with NFPA 72 and signed by the installer attached to a complete inspection of the alarm system.
12. Certificate stating fire sprinkler system is installed in accordance with NFPA 13 or 13R and signed by the installer attached to a complete inspection of the sprinkler system in accordance with NFPA 25.
13. Fire assembly rating for any fire caulking, spray-applied fire resistive material (SFRM), conduit, fire blocking, etc. in use throughout with locations marked.
14. Stenciling of all smoke barrier walls & all fire rated 2-hr wall separations.
15. A complete copy of facility fire safety and evacuation policies.
16. Documentation of initial 90-minute testing of all battery-powered emergency lights and exit signs.

DOCUMENTATION FOR K50% INSPECTIONS

The following includes (but is not limited to) what will be observed during a K50% Inspection:

1. Above ceiling inspection (ceilings should be open/unfinished BUT all vertical penetration caulking finished)
2. Fire Sprinkler roughed in
3. Above ceiling duct work, plumbing, etc. roughed in
4. Rated Assemblies (drywall at least began)
5. Verify Temporary Egress (if applicable)
6. Verify Construction Separation (if applicable)
7. RFIs (if applicable)
8. Deviations from the original plans (if applicable)