

PROCEDURE FOR FIRE CODE PLAN REVIEW

(Effective 08/01/2012)

(Updated 8/22/2013)

The Town of Bristol Fire Department requires that all plan and drawing submissions for any University project be submitted to the Fire Department for review by the University's Environmental Health and Safety Department. Any plans that are submitted to the Fire Department from outside contractors or others at the University will be sent back to be re-submitted via this procedure.

The Fire Department requires *four sets* of plans for any project. Please note that the Fire Department review (and four sets of plans) is *in addition to* Town of Bristol Building Inspector review. The University Department managing the project or the retained contractor remains responsible for submitting plans directly to the Building Inspector's office for that office's review

As part of the submission you must include the expected project start date and the expected end/occupancy date. This will allow for scheduling of the final Fire Department inspection. Be mindful of the fact that Fire Department approvals are only approved for a six month period. If work has not been completed in that time frame plans will need to be resubmitted.

Plans should be submitted to the EH&S office as soon as possible but, at the very least, four (4) weeks in advance of the requested approval date.

Fire code review is required in the following situations:

- Construction plans, drawings, and specifications for life safety systems, fire protection systems, access, including any remodeling or revisions (including moving of any fire devices).
- Drawing plans and specifications for existing occupancies and conditions, the design and construction of new buildings, alterations, construction, modifications, revisions, and additions or remodeling of existing buildings.
- Design, installation, alteration, modification, construction, renovations to road access requirements for fire department operations.
- Interior finish, decorations, furnishings, and other combustibles that could contribute to fire spread, fire load, and smoke production (ex: the North Campus Dance Room).
- Storage, use, processing, handling, and on-site transportation of flammable and combustible gases, liquids, and solids.
- Arrangement, design, construction, and alteration of new and existing means of egress.

Please err on the side of caution in deciding whether a project meets the above requirements. It is better to over-submit as opposed to not submit. In the event the Fire Department determines that a fire code review is not necessary, even though plans have been submitted, no fee will apply

For questions regarding Bristol Fire Code Reviews please contact the Department of Environmental Health and Safety at 254-3494