

Fire Department Permit Process for Airport Projects

1. Plans to the Airport

In all cases, the Tenant is to forward any plans for Fire Department review to the Airport Property Manager in accordance to the Tenant Design and Construction Guidelines. The Property Manager forwards the plans to the Airport Project Coordinator, who tracks all plan reviews including those done by the Fire Protection Engineer of the City's Fire Department. The designer may receive questions from either the Airport Project Coordinator or the Fire Protection Engineer

2. Fire Department Review

The Sections of the Fire Department are Suppression (Mechanical/Plumbing - anything the puts out fire; e.g. sprinklers), Alarm (Electrical and other - detects and tells you about the fire), HazMat (Methyl Ethel Bad Stuff, Flammable Liquids and such), Architectural (General - How and why it's Built), and Site (Planning – Getting permission to build, General access, water supply, and other site restraints).

The Fire Protection Engineer assigned to the Airport does all plan reviews or coordinates the HazMat review (see below). If a Tenant has paid the design and inspection fee, the Tenants architect or engineer may schedule a meeting to discuss the project with the Fire Protection Engineer at 501-0936 or by calling the assigned Airport Project Coordinator. The Fire Protection Engineer is at the same building as the Airport offices, at 1732 North First Street.

3. Overview of the Sections of the Fire Department

a. Site

There is no permit issued by the Fire Department for site review. The permit is your permission from the Airport to proceed. However, the general comments made regarding the plans are serious warnings of problems that may exist with the project. These comments should be used as a checklist during design/development. Also, most projects change somewhat as the detailed design commences. The access and water issues may be impacted by changes, and must be revisited with the Fire Department. Remember that during plan review, the emphasis will be on the building plans, not the site. However, site problems will become obvious at the time of inspection and moving foundations tends to be a real problem!

As noted earlier, you may schedule a meeting to review draft plans before submitting through the final submittal process of the Tenant Design and Construction Guidelines.

b. Architectural

Architectural rules the roost. You get a Permit card with your approved architectural review called the FIRE DEPARTMENT INSPECTION CARD (FDIC) which is the Fire Department's Building Permit. This card is broken into 4 sections; Fire Protection Systems; Fire Alarm-Detection Systems; Hazardous Materials Section; and Fire Department-Final Inspection. These Sections are further broken down into specific Inspections. All Inspections within the first 3 Sections marked as required by an X, also require a separate permit submittal from a state licensed specialized installation sub-contractor (Sprinkler, Fire Alarm, Fuel Piping, Etc. contractor)(See below). Protection, Alarm, and HazMat Systems submittals will not be reviewed at this time. However, they will be stated as required. You must submit simultaneously for your Architectural HazMat review. The HazMat review will not be done at the Airport offices. The Top 3 Sections of the FDIC must be finalized prior to the FDIC "Fire department-Final Inspection" sign off for completion of the Fire Department Documents.

Again, set up the meeting to discuss this aspect of the review.

c. HazMat

HazMat will also add comments to the Architectural review, using a second set of plans that you provided. Then the installation professional hired to complete the specialized HazMat portion(s) of the project will be required to submit plans directly to HazMat at 4 North 2nd street, 11th floor for the individual installation permit(s) required, if any.

All Hazmat inspections must be finalized prior to the FDIC "Fire department-Final Inspection".

d. Suppression and Alarm

Life safety has to be performed by specialized professionals per State law. Hence, each Life Safety System Element gets its own permit. This could be a lot of permits depending on how many systems are required to be installed. These permits must be submitted by the specialized, licensed professional that will perform the installation. The submittal(s) cannot be made until the FDIC has been issued. The installation professional(s) hired to complete the specialized Life Safety portion(s) of the project will be required to submit plans directly to the Airport Fire Protection Engineer 1732 North 1st Street, 5th floor for the individual installation permit(s) required, if any.

All "Protection and Alarm" inspections must be finalized prior to the FDIC "Fire department-Final Inspection".