Fire Protection Systems Plan Review and Inspections

Prince William County Fire Marshal’s Office

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State Fire Prevention Code
Fire Inspections

Zoning
Plan Review

Site
Plan Review

Fire Protection System
Inspections

Fire Protection System
Plan Review
Fire Marshal’s Office Philosophy

- Voluntary compliance v. enforcement
- Help the customer attain compliance
- Firm, but fair
- Strive for consistency
- Continuous improvement of processes and service delivery
- Fire safety is everyone’s responsibility
- Maintain dialogue with customers
The Building Official has appointed the Fire Marshal’s Office to administer and enforce fire protection systems related provisions of the USBC i.e., Chapter 9.

PWC Charter defers fire protection and prevention aspects of the site plan and zoning plan review to the Fire Marshal’s Office.
Work Hours

- Plan Review for Fire Protection Permits (FPP), Site Plans and Zoning Plans are conducted during normal working hours, Monday through Friday, between the hours of 8:30 A.M. and 5:00 P.M.

- FPP Plan Review Walk-thru counter hours are 8:30 A.M. – 3:30 P.M. every Thursday unless there is a holiday
Types of Plans Reviewed

- Sprinkler
- Fire Alarm
- Underground fire lines
- Kitchen hood suppression
- Alternative chemical fire suppression
- Site Plans
- Fire Lanes
- Zoning & Comprehensive Plans
Site & Zoning Plan Submittal and Plan Review Process

- Submit to the PWC Planning Office and follow their procedures
- The case manager will disseminate plans to the FMO for review
- The FMO review will send plan review comments and correspondence back to the case manager
- The Planning Office will process the plans for overall approval
Fire Lane Plan Submittal and Plan Review Process

- Submit fire lane plans to the FMO
- The plans will be issued a FLP (fire lane plan) number
- The FMO reviewer will review and identify where the fire lanes should be located
- The contractor will be contacted when the plans are approved
- Currently, there is no additional fee for the fire lane review
FPP Plan Submittal Procedure

- Following check list in Code Compliance Manual for each type of system
- Submit a minimum of three (3) sets of plans to the permits office
- Obtain FPP “tracking” number from the Building Department Engineering Section
FPP Plan Review

- Plans review time will vary depending on the number of projects submitted.
- Plan review goal is to review initial submittals within two weeks; revisions within one week.
- Revisions and certain plans can be reviewed during the Walk-thru Service provided that the scope of work meets the Walk-thru criteria.
FPP Plan Review – continued

- Plan reviewer will contact the FPP permit holder when plans are rejected; revisions should reference the project FPP number.
- Plans that are approved will receive approval stamps and an approval letter which is part of the approved plan.
- The plan reviewer will update the information for the FPP permit in the County Permit computer system.
FPP Plan Review – continued

- Rejected plans will stay in the Fire Marshal’s Office until there is an approved plan.
- The plan reviewer will typically contact the contractor when the plans are approved.
- Plan that are approved will be sent back to the Permits Office for processing.
- Permit fees will be paid at the Permits Office.
- Fire Protection permit fees can be found in the Code Compliance Manual.
FPP Plan Review – continued

- After permit fees are paid at the Permits Office; the contractor can contact the FMO to schedule an inspection
- Contractors can refer to the Code Compliance Manual to determine what type of inspection is required
FPP Plan Review – continued

- Any field modifications, “as-builts” or variations from the approved plan will require revisions to be submitted to the FMO for review
- Additional permit fees may be applied
Fire Protection System
Inspections

- Inspections of Fire Protection Systems have been deferred to the Fire Marshal’s Office by the Building Official.
Acceptance Inspections

- Inspections for Fire Protection Permit Plans (FPP) are conducted during normal working hours, Monday through Friday, between the hours of 8:00 A.M. and 4:00 P.M.

- Saturday and Sunday inspections for certain inspections are also available.
Scheduling an inspection

- Not available on the IVR system.
- The **permit holder** must call 703-792-6360, between the hours of 8:00 A.M. and 3:00 P.M., Monday through Friday.
- Requests for inspections for the following day will not be approved after the **3:00 P.M. deadline**.
Must provide the following information:

- FPP, FLP, or BLD permit number inspection is for.

- The name and telephone number of the person to be on site.
FMO Expectations

- A copy of the permit must be **posted** in an approved location.
- A copy of the “**approved**” plans must be at the site. If there are “**revised**” plans, make sure they are on site.
- A representative of the **permit holder** must be at the site for the inspection and be readily accessible to accompany the inspector.
Expectations (continued)

- The work being inspected was installed per the “approved” plan.
- The work being inspected is compliant with the appropriate code or standard.
- Manage your projects; the FMO should not be your “quality control” staff.