



Rogers Fire Department Standard Operating Procedures

Policy Title:	Plan Review	Volume:	Administration
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Purpose

The plans review process is an essential step in assuring compliance with all applicable local codes when developing projects and implementing life safety systems within new and existing structures. This policy shall detail requirements of the Rogers Risk Reduction Division regarding the plans review process and the responsibilities of the examiner.

Policy

Plans for fire alarm, fire sprinkler, wet chemical/clean agent systems and large scale development including subdivisions shall be reviewed by the Risk Reduction Division as part of the permitting process. Systematic review of plans is necessary to ensure consistent application of pertinent codes. Typically, plans submitted shall be reviewed, marked for revision or approved and permitted within one week of submittal.

Predevelopment Meetings

These meetings are to be highly encouraged by CRR personnel and are conducted when developers engage the Risk Reduction Division prior to submitting for large scale review. A fire marshal should be present during all predevelopment meetings. During such meetings, fire marshals shall utilize RFD Form 169 A – Predevelopment Checklist. All fields applicable to the development will be discussed during the meeting.

Fire Alarm Plans

All fire alarm submittals shall be reviewed to assure compliance with the Arkansas Fire Alarm Submittal Guidelines, Rogers City Ordinances, NFPA 72 and The Arkansas Fire Prevention Code. Discrepancies shall be noted on Fire Department letterhead and forwarded to the submitting party and/or “red-lined”

and returned. Re-submittal by the fire alarm contractor shall follow the same process as the original. Approved submittals shall be stamped and permitted appropriately.

Fire Sprinkler Plans

All fire sprinkler submittals shall be reviewed to assure compliance with the Arkansas Fire Sprinkler Submittal Guidelines, Rogers City Ordinance, the Arkansas Fire Prevention Code, and where applicable, NFPA 13, NFPA 13R, NFPA 13D, NFPA 14 and NFPA 20. Discrepancies shall be noted on Fire Department letterhead and forwarded to the submitting party and/or “red-lined” and returned. Re-submittal by the sprinkler contractor shall follow the same process as the original. Approved submittals shall be stamped and permitted appropriately.

Large Scale Development /subdivision Plans

All large scale developments and subdivisions submitted to the city for review shall also be reviewed by the Risk Reduction Division. Fire Marshals shall utilize RFD Form 169 B – Plan Review Checklist for each project to ensure site access, fire protection features, and other code requirements are applied consistently. Once the plans have been reviewed, a detailed guideline prepared by the Fire Marshal shall be forwarded to Planning and Transportation and to the Risk Reduction Division’s Administrative Assistant. Communication of this information will be completed through use of the CityView (or equivalent) records management system. This guideline shall specify all requirements by the Fire Department as the Arkansas Fire Prevention Code and Rogers City Ordinance dictates. Any discrepancies noted shall be “bulleted comments” in the guideline. Plans re-submitted shall follow the same process as the original.

Preconstruction Meetings

These meetings are to be required by CRR personnel and may be conducted in conjunction with Rogers Water Utility. Generally, the lead engineer, general contractor, and pertinent subcontractors shall be present. A fire marshal should be present during all preconstruction meetings. During such meetings, fire marshals shall utilize RFD Form 169 C – Preconstruction Checklist. All fields applicable to the development will be discussed during the meeting.

Education

Personnel assigned to plans review shall be versed in all aspects of applicable codes and regulations for such plans. Special considerations for HAZ-MAT, special occupancy provisions, new technologies, etc. shall be considered when pursuing continued education. The most current adopted codes, guidelines and handbooks shall be familiar to the plan reviewer. Continued education and networking are paramount in keeping up with technologies. A plan review course relating to fire protection systems shall be required prior to being released to

perform plan review. Plans review personnel are encouraged to pursue certification with the ICC in the fire plans examiner category.