Office of the Oklahoma State Fire Marshal

2401 NW 23rd Street, Suite #4

Oklahoma City, OK 73107

405-522-5005

www.ok.gov/fire/

Building Project Handbook

The Office of the Oklahoma State Fire Marshal is charged with the issuance of building permits in those areas of the state that do not require such permit. In accordance with this statute, the OSFM requires the submission of plans and specifications to cover the proposed construction or alteration. (OS 74 § 324.11)

The OSFM shall review all plans and specification of proposed construction or alteration to any correctional facility as defined in OS 74 § 317. (OS 74 § 324.11)

Per OS 74 § 324.11, the following occupancies shall have a building permit issued by the OSFM when there is no local authority having jurisdiction;

Schools,

Hospitals,

Churches,

Asylums,

Theaters,

Meeting Halls,

Hotels,

Motels,

Apartment houses,

Rooming houses,

Rest homes,

Nursing homes,

Day nurseries,

Convalescent homes,

Orphanages,

Auditoriums,

Assisted living facilities,

Dormitories,

Factories,

Stadiums,

Warehouses

Including all defined occupancies within these groups:

A-1, A-3, A-4, A-5, E, F-1, F-2, H-1, H-2, H-3, H-4, H-5, I-1, I-2, I-3, i-4, R-1, R-2, R-3, R-4, S-1,& S-2

Optional occupancies that may obtain a building permit:

A-2, B, M, & U

Project owners who are exempt from the permitting requirement and want a plan review may submit their plans for review and permitting. Projects that are exempt from the Architectural Act (refer to Title 59 O.S. § 46.1 *et al*) shall be drafted to a legible, professional standard suitable for review and possible permitting.

The minimum scale that drawings shall be drafted to is:

Architectural – 1/8” to 1 foot

Site Maps – 1” to 20’ or 30’ or 40’ feet (the best fit while showing sufficient detail)

All projects submitted to the OSFM shall be designed to those building codes and references as last adopted by the Uniform Building Code Commission, reference 59 O.S. § 1000.23.

**REQUIRED DOCUMENTS**

Completed permit application forms for each building in the project

NOTE: Permit application forms must be completely filled out, including a license stamp and signature if the project type requires a licensed designer.

Two (2) paper sets of plans (as outlined below)

One (1) CD of the entire project plan, to include specs if applicable

Building project plans submitted to the OSFM for permitting shall consist of:

1. A cover sheet detailing;
   1. The name, location and owner(s) of the project (NOTE: The project name and address SHALL be on all submitted plans for other permitted construction such as fire alarm, sprinkler systems and alternative suppression systems)
   2. The scope of work, to include;
      1. List of codes and the applicable year that are applicable
      2. Occupant load factor
      3. Code defined use group(s)
      4. Code define construction type(s)
      5. Special use and occupancy requirements
      6. Square footage of the project, to include all floors, roof overhangs, covered patios, decks, balconies, etc.
      7. Identify and provide the square footage of all fire areas, when applicable
      8. Number of stories
      9. Elevator-hydraulic or electric (if applicable)
      10. Allowable building heights and areas. Designed building height and area
      11. If allowable increases are taken, how the increases are made (must show calculations), or unlimited area building if permissible.
      12. Roof assembly construction and rating
      13. Occupant load-new and existing (if applicable)
      14. Wall and ceiling finish classifications
      15. Interior floor finish classification
      16. Decorative materials and trim-the percentage allowed and the percentage that will be used
      17. Fire sprinkler system required. Fire sprinkler system present. Fire sprinkler system being installed
      18. Fire standpipe system required. Fire standpipe system present. Fire standpipe system being provided
      19. Fire alarm system required. Fire alarm system present. Fire alarm system being installed
      20. Fire suppression system required. Fire suppression system present. Fire suppression system being installed
      21. Smoke control system required. Smoke control system present. Smoke control system being installed
      22. Smoke and Heat Vents required. Smoke and/or heat vents present. Smoke and/or heat vents being installed
      23. Fire command center required. Fire command center present. Fire command center being installed. Provide the proper rated enclosure
      24. Fire pump required. Fire pump present. Fire pump being installed. Provide the proper rated enclosure
      25. Required plumbing fixtures and number of provided plumbing fixtures. Provide the ratio
      26. Codes utilized in the design (Must be the current adoption by the OUBCC, refer to <http://www.ok.gov/oubcc/> or call 405-521-6501 for assistance)
   3. Identify any specific chapters and/or sections of the International Fire Code as related to this project being used
   4. If a remodel, what level of alteration per the IEBC.
      1. Remodels are required to have known Code deficiencies identified and the proposed Code compliant corrections.
      2. Remodels shall identify all systems (M,E,P, fire alarm, fire sprinkler, etc.) that will be effected and the extent of upgrades as defined by the IEBC.
      3. Designers may request an OSFM inspection for deficiencies prior to submitting a project for review.
   5. If an addition, the changes needed to the existing building for code compliance.
   6. If an addition or remodel, what year was the current occupancy permitted (reference modification to the IEBC by the OUBCC)
   7. Accessibility (ICC and ADA)
   8. Plumbing fixtures count (calculations required)
   9. Name, address and legal stamp of the designer (if required by Title 58 O.S. § 46.1 *et al*)
      1. Wet or electronic stamps are accepted
      2. Must be signed by the designer
   10. Any alternatives that are selected. Identify each alternate specifically
   11. Any directives that are used. Identify each directive applied
2. Site map detailing
   1. The physical location of the project and all structures within 30 feet of the project
      1. Distances between buildings shall be dimensioned in feet
      2. Means of egress locations shall be shown on all buildings within 30 feet of the project
   2. The outline of the proposed project new and existing (if applicable)
   3. Fire department access roads
      1. Width at least 20’ wide
      2. Length of road
      3. Turn around (if required)
      4. Provide a dimension of the distance from the roads to all sides of the building
      5. Identify all designated fire department access lanes
   4. Location of fire hydrants – Please provide a copy of the DEQ permit for the water system at the time of submittal. Provide a dimension of the distance from the fire hydrant(s) to all sides of the building as the hose lays off the back of the fire truck on a hard surface and not as the crow flies. (400’ for non-sprinklered buildings and 600’ for sprinklered buildings)
   5. All parking spaces including handicap parking
3. Project Plans
   1. Another term for this is the “Life Safety Sheet”
   2. The floor plan of the entire project, to include basements, crawlspaces and attics.
   3. All rooms and spaces shall be named, or provided another designation, to permit easier identification in the review and inspections phases.
   4. Occupant loads per room or space (table & chairs or other furniture may need to be drawn to establish a lower factor) along with the occupant load factor and square footage per room
   5. All rated construction
      1. Wall design and rating (fire wall, fire barrier, fire partition, draft stopping, load bearing walls), please utilize UL Fire Wizard (<http://database.ul.com/cgi-bin/ulweb/LISEXT/1FRAME/FireResistanceWizard.html> ) for assistance. Identify the location of all fire walls, fire barriers, fire partitions, draft stopping, & load bearing walls. Provide the associated hourly rating for each type of wall. Provide the associated UL design cut sheet
      2. Penetration protection (doors, dampers, piping, etc.) Identify the location of all dampers
      3. Door and window design (occupant per door must be shown) Identify the associated rating for each door and window. Identify the location of all panic and fire exit hardware. Identify the door swing. Identify any special locking arrangements. Identify the location of all rescue windows
   6. All elements of the means of egress
      1. Maximum travel distance
      2. Exit access
      3. Egress path and travel distances
      4. Exits (must show calculated occupant load egress along with the occupant load factor. Identify any occupant load egress as modified by the OUBCC)
         1. If an alteration or addition, the calculated occupant load of the existing building must be included in the exit calculations.
         2. All exits must be accurately shown for the existing building.
      5. Exit discharge
      6. Exit signs
      7. Exit illumination (interior and exterior)
      8. Rescue windows, if required. Windows designated for rescue shall have the dimensions shown of the opening.
      9. Area(s) of refuge
      10. Stairs and/or ramps
          1. Pitch of stairs must be shown
          2. Ramp incline must be shown
          3. Handrail specifications
      11. Corridor rating when applicable
      12. Elevator and/or lift-electric or hydraulic
      13. Specifically identify any dead-end corridors and calculated distances
   7. Location of fire extinguishers with the associated travel distance
   8. Fire command rooms specifically identified
   9. Fire sprinkler riser room
   10. Roof access locations
   11. Identify accessible dwelling and sleeping units (including hearing impaired rooms)
   12. Identify accessible wheelchair spaces where required
   13. Provide a building section view elevation diagram with dimensions for multiple story buildings (more than 2 floors).
   14. Provide a roof pitch for all buildings.
   15. Identify the location of all guards
4. Safe Rooms/ Storm Shelters
   1. All construction intended for this use shall be designed to the Codes and references as adopted or modified by OUBCC, regardless of the funding source.
   2. All the above requirements shall be met, with the following additions:
      1. All storm shelter and safe room designs shall be accompanied by a completed 2008 edition, FEMA P-361 B.2 form.
      2. All shelters with a designed occupant load in excess of 50 shall undergo a peer review by an independent registered design professional per FEMA P-361, section 3.8.3, prior to submittal to the OSFM.
         1. The peer review report shall be attached to the submitted documents.
         2. Any and all conflicts between the designer and peer review SHALL be resolved prior to submittal for review.
   3. Planning and scheduling for the required special inspections and the quality assurance plan. Copies of these special inspection reports shall be presented to the OSFM Agent at the final inspection.
5. Other permits
   1. Some systems require additional permits.
      1. Fire alarm
      2. Fire sprinkler
      3. Alternative suppression (range hoods, paint booth, etc.)
   2. These are separate requirements, and must be submitted by a company licensed in Oklahoma to perform this work.
   3. 50% inspections will not occur until all required permits are on site.
6. Field inspections
   1. All permitted projects are required to be inspected for compliance with the permit and the applicable codes.
   2. Inspections are performed by OSFM Agents.
      1. Promptness on the design or owner’s part can help reduce delays by making inspection requests on time.
   3. Inspections occur at 50% and 100% stages of construction.
      1. A 50% inspection requires the building to be weather-tight, and at least 1 (one) side of walls exposed to permit inspection.
         1. 50% inspections will be coordinated with other permitted trades so that only 1 (one) site visit is necessary.
         2. Agents are permitted to alter the 1 (one) 50% visit when they deem it necessary.
   4. Agents may elect to perform an 80% inspection.
   5. Agents perform a 100% inspection at the conclusion of the project.
      1. The project shall be complete at the time of the 100% inspection.
      2. All permitted aspects of the project must be completed at the time of the inspection.
         1. There are tests which occur for systems (fire alarm, sprinkler, etc.)
         2. It is vitally important that all contractor tests be successfully completed prior to the 100% OSFM inspection.
      3. Use of the 100% inspection to create “punch lists” will create additional costs and time delays.
   6. Although the project is reviewed and permitted, it is not uncommon for Agents to identify issues that were unforeseen during the design and review processes. Agent may issue order to be completed before the 100% inspection.
   7. The Agent’s orders shall be completed before the 100% inspection for it to be successful.
   8. Projects which fail at 100% shall be subject to re-inspection fees of $40.00 per hour, to include travel time.
   9. To request an inspection please call the OSFM main number at (405) 522-5005.