

# Washington Township Fire Department Standard Operating Procedure

**Division 700: Fire Prevention, Life Safety and Education**

**Section 701: Fire and Life Safety Inspection**

**Subject 701.11: New Construction and Plans Review**

**Supersedes :**



**Approved By:**

Date: September 17, 2007 Date Last Reviewed:

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## **PURPOSE:**

The Fire Department aggressively examines and reviews all building construction, water lines, and zoning case plans from the standpoint of their potential impact on fire and life safety. Collected information is used to produce improvements, increase safety and/or provide the highest measure of protection. This policy explains the process for examining building construction plans.

## **RESPONSIBILITY:**

Authorized and properly trained members have the responsibility to conduct comprehensive plans, zoning, and construction reviews. Members are required to familiarize themselves with and practice the provisions of this policy.

Authorized Department members who examine and review building construction plans must minimally be <b>Certified Fire Safety Inspectors</b> as identified by the Ohio Department of Public Safety and <b>Fire Protection Inspectors</b> as identified by the Ohio Board of Building Standards.
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## **PROCEDURES:**

Three circumstances initiate the plans review process:

### **A. New construction plans are submitted.**

1. Building construction plans are received by the city of Centerville for the incorporated portion of Washington Township or Montgomery County Building Regulations for the unincorporated portion of Washington Township.
2. Fire Department inspectors review the building plans for their accuracy and compliance with building, fire, mechanical, or other applicable codes that are within their scope to review. During this step, the Plans Examiner completes a *Plans Review* (Form 53C) data sheet to identify critical elements of the project.
3. Plan review data are sent back to the city of Centerville and/or Montgomery County to be attached to the approved set of plans that is available on site. The information from this data sheet is also entered in the management information system (FirePoint).
4. If corrective action or comments are necessary, the Plans Examiner enters that information on a standardized memorandum format sheet to advise the architect, contractor and/or building owner/developer there are items of particular interest, or items requiring correction, revision, and to enumerate specific action recommendations.

### **B. Remodeling construction plans are submitted.**

1. The plans review process for remodeling an existing building are identical to Section A, with one exception. The pre-existing nature may preclude the application of certain code requirements. If this is the case, the examiner notes that on the standardized memorandum format data sheet.

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### **C. Construction occurred but plans were not submitted.**

1. An inspection or other observation reveals that building construction took place that was not reviewed or accepted.
2. Immediately report to the Plans Examiner and/or Fire Marshal the un-approved construction.
3. Upon agreement between these two parties, one will contact the appropriate owner or occupant to initiate the process to review the constructed or remodeled portion of the building. At this stage, the Plans Examiner completes a *Plans Review* (Form 53C) data sheet to identify critical elements of the project.

The Plans Examiner or designee monitors the ongoing construction activity to guarantee that the undertaking adheres to the plans. After final inspection approval, (1) the inspector enters the *Plans Review* (Form 53C) data sheet into the new business inspection file established for the occupancy/building and (2) the life safety pages and the building plans will be sent to dead records filing. If the project involves remodeling of an existing structure then the inspector places the *Plans Review* (Form 53C) data sheet into the existing structure/inspection file.