

MILESTONES

The Through lines

Oct 27 & 28, 2020



Office of the State Fire Marshal

OSFM Processes

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10-27-2020

Credit(s) earned on completion of this course will be reported to **AIA CES** for AIA members.

Certificates of Completion for both AIA members and non-AIA members are available upon request.

This course is registered with **AIA CES** for continuing professional education. As such, it does not include content that may be deemed or construed to be an approval or endorsement by the AIA of any material of construction or any method or manner of handling, using, distributing, or dealing in any material or product.

Questions related to specific materials, methods, and services will be addressed at the conclusion of this presentation.

Construction & Plan Submittals

This Course Will Go Over:

- Code Footprints / Plan Submittals
- The Requirements Of The OSFM
- How To Submit Items To The OSFM
- FAQ'S



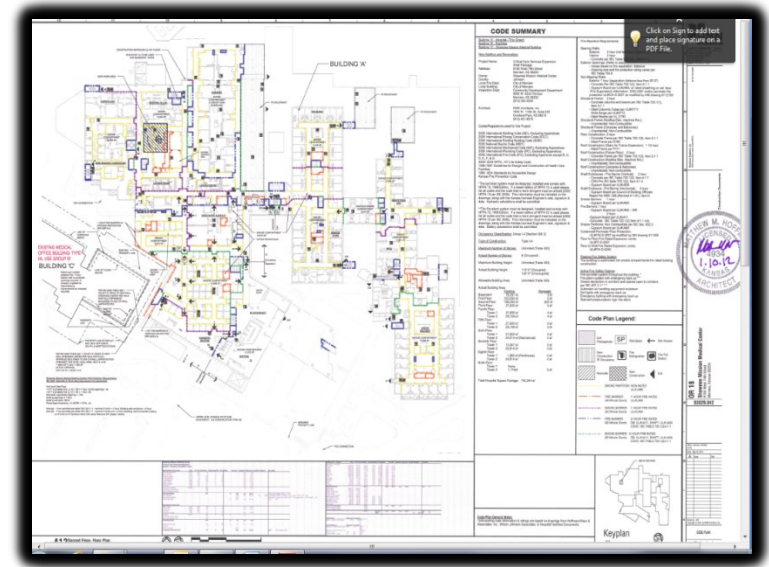
Learning Objectives

At the end of this course, participants will be able to:

1. Understand what is needed for a code footprint and how to submit them to the OSFM
2. Understand the guidelines on submitting information to be compliant with the OSFM
3. Understand if and when a plan submittal is required by the OSFM
4. Understand the general requirements of the OSFM

Code Footprint

- July 2004, Kansas Administrative Regulation 22-1-7
- Requires all public building owners and operators of all new construction, additions and changes in use to provide for review and permanently maintain a code footprint at the site and make them available to fire authorities.



What is a Code Footprint?

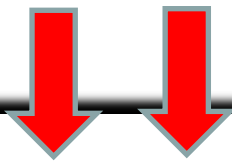
- Document that contains both graphic and narrative information the meets the requirements of this regulation (July 2004, Kansas Administrative Regulation 22-1-7)
- 11X17 Full size drawing
- Sealed by a Kansas licensed design professional
- New buildings, new building additions, changes in occupancy, building renovation.

Submitting a Code Footprint

- C22 & C22A
- 30 days **PRIOR** to start of construction
- 1 set of scaled “sealed” 11X17 drawing
- Submitted Electronically to prevention@ks.gov

www.firemarshal.ks.gov/189/Plans-Review-Code-Footprint

Scaled Drawing- A drawing that shows the space of the building with accurate sizes except that they have been reduced or enlarged by a certain amount. The scaled drawing must show the location of all active and passive fire protection features such as: emergency lights, smoke detectors, exit doors, etc.



Occupancy Type	Submittal Type	C.2.2	C.2.2.A
Preschool (24 or less)	Scaled Drawing	Yes	
Preschool (25 or more)	Code Footprint	Yes	Yes
Summer Program in non-school (24 or less)	Scaled Drawing	Yes	
Summer Program in non-school (25 or more)	Code Footprint	Yes	Yes
Summer Program in School building	Scaled Drawing	Yes	

Plan Submittal

REQUIRED:

- New buildings
- Additions
- Alterations/Renovations/Remodel
- Changes in Use
- New Automatic Sprinkler System or upgrade
- New Fire Alarm System or upgrade
- Temporary Egress

NOT REQUIRED

- Redecorating
- Replacement of kind (Windows, mechanical equip, Etc.)
- Corrective and or preventative maintenance
- Minor alternations/renovations

KAR 22-1-7 Code Footprint

“Code footprint” shall mean a building and life safety code compliance document that contains both graphic and narrative information and that meets the requirements of this regulation.

Each code footprint shall be submitted in the following format:

- A full-sized drawing consisting of a complete floor plan, including existing facilities and new construction, for each floor of the facility, including basements and mezzanines; and
- an 11-inch by 17-inch reduction of the full-sized drawing, sealed by a Kansas-licensed design professional.

A code footprint shall be prepared for all new buildings, new building additions, changes in occupancy, or building renovation, with the exception of buildings used solely as dwelling houses containing no more than two families.

Each code footprint shall be prepared by a Kansas-licensed design professional. Upon request, a code footprint shall be provided to the fire or building official in the municipality where the work is occurring.

KAR 22-1-7 Code Footprint

“Code footprint” shall mean a building and life safety code compliance document that contains both graphic and narrative information and that meets the requirements of this regulation.

Each code footprint shall be submitted in the following format:

- A code footprint shall be submitted to the state fire marshal for review and approval for any new construction, renovation, or change of occupancy for the following types of buildings:
- Any group A assembly occupancy having a combined occupant load in excess of 2,000 persons;
- Any group B business occupancy used at any community college, area vocational school, vocational-technical school, technical college, or any institution under the governance of the state board of regents;
- Any group A assembly occupancy mixed with a group E educational occupancy or a group I institutional occupancy;
- Any group E educational occupancy, including any day care facility for more than 24 persons;
- Any group I institutional occupancy, including any state or other governmental entity's detention facilities,
- And any occupancy physically attached to a group I occupancy regardless of fire barrier separation; and
- Any group R-1 or R-2 residential occupancy that is three or more stories in height, including basements, or more than 12,000 square feet in area, and any R-4 residential occupancy.

Requirements of the Code Footprint

1. a graphic bar scale;
2. a north directional indicator;
3. a complete building floor plan, with a clear identification of new, remodeled, and existing portions;
4. identification of all permanent partitions taller than six feet;
5. a label with plain text, keynotes, or legends for each room and space;
6. the occupant load of assembly rooms and total occupant load for each floor level;
7. identification of openings and ratings of stair and shaft enclosures;
8. identification of openings and ratings of corridors and openings;
9. identification of occupancy and area separations;
10. identification of all horizontal exit arrangements, exit passageways, and smoke compartments;
11. identification of all required exterior exits and exit capacity;
12. the location of the central fire alarm control panel and any remote annunciator panels;
13. the location of each fire department supply connection;
14. the location of fire department access roads and fire hydrants;
15. the distances to property line and exposures;
16. identification of any special hazards or conditions; and
17. the location of any anticipated future additions

The following narrative information shall be required on each code footprint submitted:

1. The project construction purpose: new, addition, change in use, renovation, or other;
2. the reason for submittal: new construction, new licensure, certificate of occupancy, or plan of correction for existing code deficiencies;
3. the code or codes used;
4. the street address, city, state, zip code, and county of the building;
5. the name, address, city, state, zip code, phone number, and fax number of the owner;
6. the date developed and any revision dates;
7. the name, address, city, state, zip code, phone number, and fax number of the designer;
8. the designer's seal (RA or PE);
9. the name of the responding fire service;
10. the name of the local building inspection department, if available;
11. each occupancy group and type;
12. the type of construction;
13. the structural code requirements, including the following:
 - a) The total floor area of each occupancy, both actual and allowable;
 - b) height and area limitations, both actual and allowable; and
 - c) structural fire ratings, both actual and allowable

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The following narrative information shall be required on each code footprint submitted:

13. the structural code requirements, including the following:

- a) The total floor area of each occupancy, both actual and allowable;
- b) height and area limitations, both actual and allowable; and
- c) structural fire ratings, both actual and allowable

14. identification of active fire safety features, including the following:

- a) The type of automatic suppression systems and locations;
- b) the fire alarm signaling system;
- c) emergency lighting and power features; and
- d) the smoke control system

15. water supply requirements of the facility for fire suppression; and

16. alternative methods of design or construction, or both.

(Authorized by and implementing K.S.A. 31-133; effective July 9, 2004.)

C.2.2 & C.2.2.A Forms

KIDS #	REQUEST FOR REVIEW C.2.2.
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02/11

OFFICE OF THE STATE FIRE MARSHAL

800 SW JACKSON, STE 104, TOPEKA, KS 66612

PHONE: (785) 296-3401 FAX: (785) 296-0151

If you are submitting your documents for review by OSFM, we review submitted forms in the order received. We will require 30 days to review submissions.

REQUEST FOR PROJECT REVIEW – PAGE 1 OF 2 (CHILD CARE FACILITIES WITH 24≤ CHILDREN COMPLETE PAGE 1)	
DATE:	COUNTY PROJECT LOCATED:
<input type="checkbox"/> SCHOOL (K-12 and/or Colleges and Universities) <input type="checkbox"/> HOSPITAL <input type="checkbox"/> CHILDCARE/PRESCHOOL Total Children #: <input type="checkbox"/> AMBULATORY SURGICAL CENTER <input type="checkbox"/> Half Day <input type="checkbox"/> Full Day <input type="checkbox"/> Infants <input type="checkbox"/> Ages: <input type="checkbox"/> NURSING HOME <input type="checkbox"/> DROP IN PROGRAM LESS THAN 2000 OCC. <input type="checkbox"/> ICF/MR <input type="checkbox"/> CORRECTIONAL/DETENTION <input type="checkbox"/> HOSPICE <input type="checkbox"/> MULTI-FAMILY RESIDENTIAL OVER 12,000 S.F. <input type="checkbox"/> ASSISTED LIVING <input type="checkbox"/> ASSEMBLY FOR 2000 OR MORE OCCUPANTS <input type="checkbox"/> RESIDENTIAL BOARD & CARE/HOME PLUS: Clients# <input type="checkbox"/> OTHER (list): <input type="checkbox"/> MEDICARE <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> MEDICAID <input type="checkbox"/> Yes <input type="checkbox"/> No	
FACILITY INFORMATION	
NAME	
STREET	
CITY	
STATE/ZIP	
PHONE NUMBER	
FAX NUMBER	
OWNER'S REPRESENTATIVE (SINGLE POINT CONTACT RESPONSIBLE FOR ALL FUTURE CORRESPONDENCE TO THIS PROJECT)	
NAME	PRIMARY
STREET	SECONDARY
CITY	
STATE/ZIP	
PHONE NUMBER	
FAX NUMBER	
E-MAIL ADDRESS	
TYPE OF SUBMITTAL: CODE FOOTPRINTS – REQUIRED BY STATE LAW (K.A.R. 22-1-7)	
<input type="checkbox"/> NEW BUILDING <input type="checkbox"/> TEMP. EGRESS/EXITING DURING CONSTRUCT. <input type="checkbox"/> ADDITION TO EXISTING BUILDING <input type="checkbox"/> LIC. AMENDMENT/NEW: KDHE <input type="checkbox"/> KDOA <input type="checkbox"/> SRS <input type="checkbox"/> <input type="checkbox"/> RENOVATION/REMODELING <input type="checkbox"/> CHANGE IN USE <input type="checkbox"/> CHANGE OF OWNERSHIP <input type="checkbox"/> EXISTING BUILDING CHANGE OF OCCUPANCY	
OPTIONAL DOCUMENTATION AS REQUIRED BY KANSAS STATE FIRE MARSHAL IN WRITING DURING REVIEW	
<input type="checkbox"/> SPRINKLER DOCUMENTS <input type="checkbox"/> FIRE ALARM DOCUMENTS	

KIDS #	REQUEST FOR REVIEW C.2.2.A
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02/11

OFFICE OF THE STATE FIRE MARSHAL

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REQUEST FOR PROJECT REVIEW – PAGE 2 OF 2 – K.A. R. 22-1-7 COMPLIANCE ATTESTATION			
DATE:		FACILITY NAME:	
1. Design architect or engineer to check the Met column to indicate compliance to KFPC & K.A.R. 22-1-7.			
Met	The following shall be provided on each code footprint:	Met	The following narrative is required on code footprints:
<input type="checkbox"/>	A full size drawing (request 11 x 17 maximum)	<input type="checkbox"/>	Project construction purpose: new, addition, change in use, renovation, or other
<input type="checkbox"/>	Complete floor plan, including existing facilities and new construction, for each floor of the facility	<input type="checkbox"/>	Reason for submittal: new construction, new licensure, certificate of occupancy, or plan of correction for existing code deficiencies
<input type="checkbox"/>	An 11 inch by 17 inch (print) reduction sealed by a Kansas-licensed design professional	<input type="checkbox"/>	Code or codes used (All code footprints must list the Kansas Fire Prevention Code and related statement.)
Met	The following information is required on code footprint:	<input type="checkbox"/>	Location of any anticipated future additions
<input type="checkbox"/>	Graphic bar scale	<input type="checkbox"/>	Name, address, city, state, zip code, phone number, and fax number of the owner
<input type="checkbox"/>	North directional indicator	<input type="checkbox"/>	Date developed and any revision dates
<input type="checkbox"/>	Complete building floor plan with a clear identification of new, remodeled and existing portions	<input type="checkbox"/>	Name, address, city, state, zip code, phone number, and fax number of the designer
<input type="checkbox"/>	All permanent partitions taller than 6 feet	<input type="checkbox"/>	Designers seal (RA or PE)
<input type="checkbox"/>	Label with plain text, legends for each room/ space	<input type="checkbox"/>	Name of the responding fire service
<input type="checkbox"/>	Occupant load of assembly rooms and total occupant load for each floor level	<input type="checkbox"/>	Name of the local building inspection department
<input type="checkbox"/>	Identification of openings and ratings of stair and shaft enclosures	<input type="checkbox"/>	Each occupancy group and type & each room occupant load
<input type="checkbox"/>	Identification of ratings of corridors and openings	<input type="checkbox"/>	Type of construction
<input type="checkbox"/>	Occupancy and area separations	<input type="checkbox"/>	Structural code requirements, including the following:
<input type="checkbox"/>	Horizontal exit arrangements, exit passageways, and smoke compartments	<input type="checkbox"/>	Total floor area of each occupancy, actual and allowable
<input type="checkbox"/>	Designate all required exterior exits and exit capacity	<input type="checkbox"/>	Height and area limitations, actual and allowable
<input type="checkbox"/>	Location of the central fire alarm control panel and any remote annunciator panels	<input type="checkbox"/>	Structural fire ratings, actual and allowable
<input type="checkbox"/>	Fire department connections	<input type="checkbox"/>	Identification of active fire safety features, including:
<input type="checkbox"/>	Fire department access roads and fire hydrants	<input type="checkbox"/>	Type of automatic suppression systems/ locations
<input type="checkbox"/>	Distances to property line and exposures	<input type="checkbox"/>	Fire alarm signaling system
<input type="checkbox"/>	Any special hazards or conditions	<input type="checkbox"/>	Emergency lighting and power features
<input type="checkbox"/>	Location of any anticipated future additions	<input type="checkbox"/>	Smoke control system / extent and purpose
<input type="checkbox"/>	RESERVED	<input type="checkbox"/>	Water supply requirements for fire suppression
<input type="checkbox"/>	RESERVED	<input type="checkbox"/>	Alternative design or methods of construction, or both

Submitting Questions

Code Consultation Form:

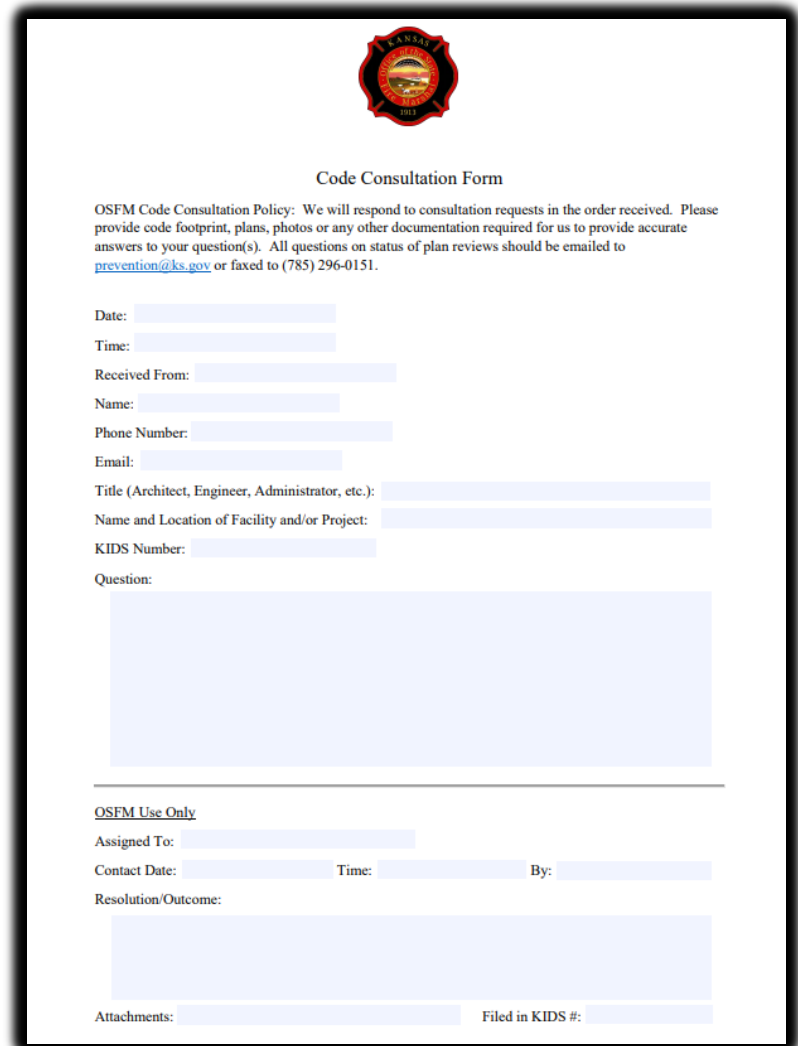
The code consultation form is used to submit code related questions to the OSFM. When submitting, please include important information on the form.

Things to include:

- Type of occupancy you are licensed for
- How many persons you are licensed for
- Name and contact information
- Location of facility
- Any information about your facility that could help us with your question

Email form to: Prevention@ks.gov

<https://www.firemarshal.ks.gov/DocumentCenter/View/680/Code-Consultation-Form-PDF>



The image shows a screenshot of the OSFM Code Consultation Form. At the top is the Kansas Fire Marshal's Office seal. Below it is the title "Code Consultation Form". A paragraph explains the OSFM Code Consultation Policy, stating that requests will be responded to in the order received and that accurate answers require code footprint, plans, photos, or other documentation. It provides the email prevention@ks.gov and fax number (785) 296-0151. The form contains several input fields: Date, Time, Received From, Name, Phone Number, Email, Title (Architect, Engineer, Administrator, etc.), Name and Location of Facility and/or Project, and KIDS Number. A large text area is provided for the Question. Below this is a section for OSFM Use Only, which includes fields for Assigned To, Contact Date, Time, By, Resolution/Outcome, Attachments, and Filed in KIDS #.

Code Consultation Form

OSFM Code Consultation Policy: We will respond to consultation requests in the order received. Please provide code footprint, plans, photos or any other documentation required for us to provide accurate answers to your question(s). All questions on status of plan reviews should be emailed to prevention@ks.gov or faxed to (785) 296-0151.

Date:

Time:

Received From:

Name:

Phone Number:

Email:

Title (Architect, Engineer, Administrator, etc.):

Name and Location of Facility and/or Project:

KIDS Number:

Question:

OSFM Use Only

Assigned To:

Contact Date: Time: By:

Resolution/Outcome:

Attachments: Filed in KIDS #:

Questions You've Asked

How are the AHJ's working together to ensure coordination of requirements and seeking to eliminate conflicts between differing interpretations?

OSFM works closely with the licensing agency for any type of facility, once information is obtained, we will send out notification to the LJs that have MOU with us. We also, have offered training to many of the departments concerning our process and how everything works.

What is the easiest way to communicate an unusual project type or limited project scope given the minimal fields on the C.2.2 forms?

Once the project has been assigned to our staff, you can communicate in your request for review that you would like to set up a meeting with the reviewer to discuss this plan.

What are the most common mistakes with submission that are easily prevented by including additional sheets or information on the initial submission aside from those included on the checklist?

We would prefer no additional submittals beyond what is required. We will not review a full plan set. Our review is limited to the required items on a code footprint. Common mistakes are non-stamped or non-signed plans, lack of providing all items required on C22A, and late submittals.

Is there a comprehensive list of all Fire Marshal's & regions available?

Yes, each of our Fire Prevention Staff is assigned to a territory along with our regional inspectors. We would be happy to share that information with you.

Questions You've Asked

Is there an updated list of adopted regulations available?

We do not have a list of adopted code by the Local authorities. Mostly how we find out is by working a facility in their local area.

To what degree does the state fire marshal's office coordinate with local building officials and fire departments on specific projects?

If we have an MOU with the LJD for the project, we will acknowledge receipt of their review and inspections. If we don't have an MOU with a LJD and they wish to accompany us on inspections, we attempt to accommodate those requests. Whether or not we have an MOU with LJDs, we often ask them to check on project-related issues, when necessary.

Does the state FMO operate autonomously from these other jurisdictions?

See Kansas Statutes 31-137 and 31-139.

We are an independent State Agency that provides the State of Kansas minimum code standards, we will have a MOU for any 1st or 2nd class city that performs plan review and inspections.

Why can't the submittal process for plan review and building permit automatically include all formwork, or consolidated formwork, to be provided to the FMO automatically?...Instead of doing these things twice.

Need clarification on the question. OSFM does not issue permits, every local municipality has a different way of doing their permitting.

Questions?

Today's Speakers



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This concludes the presentation.

The American Institute of Architects Continuing Education Systems
Course