



PRELIMINARY SCREENING FOR FIRE PROTECTION SYSTEM SUBMITTALS

Effective: October 1, 2014
Supersedes: September 1, 2010

PURPOSE: To provide a preliminary review of fire-protection-system plans for design/procedural errors that can delay plan approval.

APPLICABILITY: The screening applies to all fire protection-system submittals, including sprinkler, standpipe, fire pump, fire alarm, detection, clean agent, carbon dioxide, wet & dry chemical.

PROCEDURES:

1. The system designer(s) familiar with the plans and calculations must deliver the submittal, in person, on Mondays, Wednesdays or Fridays from 8:00am to 11:00am and from 1:00pm-3:00pm and request this service.
2. A member from the Fire Code Review staff will screen the submittal for an appropriate amount of time (not to exceed 15 minutes). If the submittal is complete and appears to be conforming, the submittal will be accepted. If not, a written list of deficiencies/code violations will be given to the submitter and the plan will be refused.
3. If a plan submittal is refused based on this screening process, the corrected re-submittal must be accompanied by the list of deficiencies/code violations and an appropriate response to each.
4. If a more detailed meeting is desired, prior to submittal, an appointment must be made with a plans reviewer.

LIMITATIONS:

1. If the appropriate designer(s) do not accompany the submittal for consultation, the screening process cannot be done.
2. This screening is preliminary in nature. There will be instances where major deficiencies are found subsequent to the screening.
3. A maximum of 2 preliminary screenings will be allowed per project.
4. On days when the county employees have liberal leave (such as snow emergency days), call before coming to make sure a screener is available.