



Specializing in Fire, Building, and Life Safety

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Site Plan Review Submittal Checklist

This checklist covers typical requirements for fire districts and fire departments found in the IFC. The checklist does not include those items typically required by building code officials in a jurisdiction.

Permit Application Package

- Completed building permit application (from local jurisdiction)
- Scope of work description

General Site Information

- Property address
- North arrow and scale

Fire Access Roads & Apparatus Access

- Fire access roads located within 150 feet of all portions of the exterior walls and site fire lanes
- Where required, aerial fire apparatus access road provided along at least one side of the building. Aerial access road: Minimum 26 ft width, Located 15–30 ft from building, Parallel to building face
- Fire access roads sized to a minimum width of 20 feet except where modified by the local fire department or fire district.
- All access points with a minimum width of 20 feet onto the site from public roadways.
- Verification that all fire access roads can support the imposed load of the heaviest fire apparatus that the local fire department or fire district will place on the road surface. Contact the local fire department or fire district for additional information.
- Provide a fire apparatus movement drawing demonstrating that the largest fire apparatus of the fire department or fire district that may be used on-site can negotiate the provide fire access roads. Contact the local fire department or fire district for additional information.
- Verify that no dead-ends are provided on fire access roads exceeding 150-feet without being provided with an approved turnaround in accordance with Appendix D of the IFC.
- Traffic calming devices are not permitted unless approved by the fire department or fire district.

Access Control & Security

- Security gates along fire access roads shall be at least 20 feet in width.
- Fire department or fire district access through locked security gates or man gates shall be made possible via approved locking systems and where required, approved key boxes. Contact the local fire department or fire district for additional information.
- Approved key box location shown where required

Fire Protection Water Supply

- Public and private fire hydrant locations (can be included on utility plan)
- Required fire flow calculated and provided (IFC Appendix B or local standard)
- Documentation of available fire flow (hydrant test or utility letter)

Fire Department Connections & System Components

- Fire Department Connection (FDC) location for sprinklered buildings. Visible and accessible from fire access road, typically within 100 feet of a fire hydrant (check with fire code official), and not obstructed by landscaping, parking, or grade changes
- Location of fire protection control valves (PIV, OS&Y, etc.) shown and accessible

Site Features

- Locations of any bollards protecting egress doors, utilities, or fire department connections

Additional items which may be required by the fire district or fire department – Check before submitting plans.

- For high-piled combustible storage, additional requirements will apply. See Chapter 32 in the IFC
- Site security provisions
- Visible addressing at the main entrance beyond the IFC
- No-Parking signage along fire access roads

Code & Standards Compliance Statements

- Compliance with IFC and local fire code amendments