



**FAIRFAX COUNTY FIRE & RESCUE DEPARTMENT
OFFICE OF THE FIRE MARSHAL**



BUILDING / TENANT PLAN REVIEW CHECKLIST

2021 Virginia Construction Code (VCC) Effective January 18, 2024

1. Provide Key Plan showing location of space in building.
2. Provide completed Building Information Sheet.
3. Provide size of space in square feet.
4. Provide full floor plan. VCC 109
5. Provide clear scaled drawings. VCC 109
6. Define contents of space; define all work to be done. VCC 109.3
7. Separation required for mixed uses. VCC 508.4
8. Provide design number for floor/ceiling or other rated assembly. VCC 601, 602
9. Guestroom/D.U. or mall tenant demising walls shall be 1-hour rated. VCC 708.1
10. Provide fire dampers. VCC 716
11. Provide an audible notification device (water bell) on the exterior of the building for fire sprinkler water flow.
Note: Typically located outside the sprinkler room or at the FDC. VCC 903.4.2
12. Where there is no fire alarm system, a local alarm must be provided to notify of a hood suppression system activation. VCC 904.3.4, NFPA 17A 5.2.1.8
13. Range hood pull station must be 10 to 20 feet from hood. VCC 904.13.1
14. Pull stations to be no more than 5 feet from exit door. VCC 907.4.2.1
15. Provide fire alarm speakers or audible devices. VCC 907.5.2.1, 907.5.2.2
16. Provide strobes per NFPA 72 18.5.5.4, VCC 907.5.2.3
17. Provide seating plan (scaled). VCC 1004.6
18. Emergency egress lighting required. VCC 1008
19. Door hardware does not conform to VCC 1010.2
20. Provide details of door hardware/special locking (wiring, location & description). VCC/VCC 407.4.1.1, 1010.2.4, 1010.2.11-13
21. Exit lights required. VCC 1013
22. Travel over 75 feet requires 2 remote exits. VCC 1006.2.1
23. Over 50 people in a space requires 2 remote exits. VCC 1006.2.1
24. Exit access corridor requires 1-hour rating with 20 min. doors, closers. VCC 1020.2
25. Exit access corridor to be minimum 36/44" width. VCC 1020.3
26. Dead end over 20/50 feet not permitted. VCC 1020.5
27. Corridors shall not serve as supply, return, exhaust, relief, or ventilation air ducts. VCC 1020.6
28. Transfer grilles/ducts not permitted in interior exit stairways and exit passageways. VCC 1023.5, 1024.6
29. Floor space must have minimum of 2 remote exits. VCC 1007.1.1
30. Stairs 3 levels or less shall be 1-hour rated. VCC 1023.2
31. Stairs 4 levels or more shall be 2-hour rated. VCC 1023.2
32. Assembly aisles to be minimum width. VCC 1030.9
33. Provide Manufacturer Safety Data Sheets for all substances. SFPC 5001.2