

Project Name:  
 Project Address:  
 Fire Peer Reviewer's Name:  
 Peer Reviewer's #:  
 Peer Reviewer's phone:

Rev date:10-08-2021

## Fairfax County– Office of the Fire Marshal Commercial Plan Review – 2015 Fire Plan Review Record

Instructions			
Peer Reviewers submitting plans to Fairfax County LDS for building permits under the <b>Expedited Building Plan Review program</b> are required to complete this document. This is a tool for improving the 'quality' of plans submitted and will result in higher approval rates and faster review times. Evaluate each item and indicate Included or N/A. This form shall be completed by Fairfax County Certified Fire Peer Reviewer (PR). Form must be attached to the submittal package.			
ITEM #	Peer Reviewer	N/A	ITEM DESCRIPTION
General Requirements			
1.	<input type="checkbox"/>	<input type="checkbox"/>	Completed Building Plan Review Cover Sheet (state N/A for not applicable). See: <a href="#">Building Plan Review Cover Sheet</a> Pay special attention to information under the heading "Commercial".
2.	<input type="checkbox"/>	<input type="checkbox"/>	Drawings shall be assembled per the Fairfax County Plan Submittal Guide: <a href="#">ePlans - Before You Begin</a> .
3.	<input type="checkbox"/>	<input type="checkbox"/>	I am familiar with Fairfax County plan review <a href="#">Common Rejection Reasons</a> and plan reviewer <a href="#">contact information</a>
4.	<input type="checkbox"/>	<input type="checkbox"/>	Building Code and all other associated codes for the project with the correct year shown on drawing set.
5.	<input type="checkbox"/>	<input type="checkbox"/>	Registered Design Professional Seals signed and dated per Virginia DPOR requirements should be provided.
6.	<input type="checkbox"/>	<input type="checkbox"/>	All plans shall include Architects /Engineers (A/E) contact information. Provide name, address, and phone number on the cover or individual plan sheets where applicable.
7.	<input type="checkbox"/>	<input type="checkbox"/>	Minimum plan scale shall be 1/8 inch = 1 foot. Details shall be of 1/4 inch = 1 foot (min).
8.	<input type="checkbox"/>	<input type="checkbox"/>	Provide graphic scale on all plans. Include column Grid IDs as appropriate.
9.	<input type="checkbox"/>	<input type="checkbox"/>	Plans shall be ready For Construction. Plans marked For Bid Only, Permit Only, or 80% Progress, etc., will be rejected.
10.	<input type="checkbox"/>	<input type="checkbox"/>	A key plan shall be provided on each applicable drawing to show the location(s) of work.
11.	<input type="checkbox"/>	<input type="checkbox"/>	Provide a true North arrow on all floor and site plans. Plan north arrow is optional.
12.	<input type="checkbox"/>	<input type="checkbox"/>	Building and trades plans shall be orientated with the same plan north. Exceptions for unusual building dimensions require a north arrow and marked column lines on all plans.
13.	<input type="checkbox"/>	<input type="checkbox"/>	All fire rated walls and partitions shall be clearly delineated on all plans, including <a href="#">Architectural, MEP, Fire &amp; IT plans</a> . Include appropriate legends symbols.
14.	<input type="checkbox"/>	<input type="checkbox"/>	Work Description: concise and specific
Phased Construction			
15.	<input type="checkbox"/>	<input type="checkbox"/>	Construction Phasing Plan with detailed information on the scope of work for each phase, dates/duration of construction for each phase, temporary walls, path of egress, emergency light, exit sign shown for each phase along with the appropriate number of permit applications for each phase where applicable

Project Name:  
 Project Address:  
 Fire Peer Reviewer's Name:  
 Peer Reviewer's #:  
 Peer Reviewer's phone:

Rev date:10-08-2021

16.	<input type="checkbox"/>	<input type="checkbox"/>	Submittals for each phased construction shall be complete and sufficient for that permit. Supporting information marked "for reference only" shall be provided where other permits and documents are referenced.
<b>Revisions to Approved Plans</b>			
17.	<input type="checkbox"/>	<input type="checkbox"/>	Revised sheets shall be clearly marked (after initial permit approval) on drawing sheet <b>Index</b> .
18.	<input type="checkbox"/>	<input type="checkbox"/>	A letter indicating all the changes made and the sheet numbers they are made on.
19.	<input type="checkbox"/>	<input type="checkbox"/>	A simple design narrative to explain the scope of work for design or permit revision.
20.	<input type="checkbox"/>	<input type="checkbox"/>	Revision clouds provided with the appropriate delta symbol and revision number matching the revision block number with date.
<b>Architectural Plans</b>			
100.	<input type="checkbox"/>	<input type="checkbox"/>	Building code analysis / compliance narrative with references
101.	<input type="checkbox"/>	<input type="checkbox"/>	Building height and area analysis with calculations
102.	<input type="checkbox"/>	<input type="checkbox"/>	Grade plane calculations
103.	<input type="checkbox"/>	<input type="checkbox"/>	Construction Type (For podium buildings, or structure with multiple buildings and construction types, provide matrix/chart for each building (see Fire Protection/ Life Safety). Construction type verification for existing building can be looked up <a href="#">here</a> . A/E has ultimate responsibility to verify and accurately state all information.
104.	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy classification and use per current code including the main use group classification(s) and any incidental use(s) involved with the building have been identified. Multiple use groups are classified as accessory, separated and non-separated as per the building codes currently enforced.
105.	<input type="checkbox"/>	<input type="checkbox"/>	Floor/ Wall/ Roof Plan with dimensions grid, building perimeter dimensions.
106.	<input type="checkbox"/>	<input type="checkbox"/>	Gross and Net Floor Area. Note calculations for occupant load must utilize the function of space VCC chapter 10.
107.	<input type="checkbox"/>	<input type="checkbox"/>	Identify the name and function of each room/space.
108.	<input type="checkbox"/>	<input type="checkbox"/>	Furniture Plans showing seating configuration
109.	<input type="checkbox"/>	<input type="checkbox"/>	Partition Layout/ Fire Ratings with nationally recognized testing agency, e.g. UL/FM # or VCC chapter 7 compliance.
110.	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Provide a life safety plan for all floors showing the following information:</b></p> <ul style="list-style-type: none"> <li>• Delineate all fire rated walls and their type ex. fire barrier, partition, etc</li> <li>• Exit signs (coordinated with electrical light plan)</li> <li>• Exits</li> <li>• Horizontal exits</li> <li>• Dimensions of corridors and aisles</li> <li>• Door and hardware schedule, including special locking devices</li> <li>• Boundary of all fire/smoke rated walls including those around atrium</li> <li>• Travel distance and common path, egress to exit(s) and to public way outside of building</li> <li>• Egress capacity calculations</li> <li>• Delayed egress or special locking location shown with appropriate symbols such as card readers, sensors, push to exit</li> <li>• Occupant loads calculated using Chapter 10, "Maximum Floor Area Allowances per Occupant" for each function on each floor. Where furniture seating creates a larger occupant load, list both and utilize greater of the two.</li> <li>• Total occupant load for each floor and the total occupant load for entire building.</li> <li>• Remoteness between required exits, exit access doors is clearly shown.</li> <li>• Any additional details or sections necessary to explain the life safety design intent.</li> </ul>

Project Name:  
 Project Address:  
 Fire Peer Reviewer's Name:  
 Peer Reviewer's #:  
 Peer Reviewer's phone:

Rev date:10-08-2021

111.	<input type="checkbox"/>	<input type="checkbox"/>	Building elevations (all sides) with dimensions (building height, floor to floor, height to ridge and eave). Include calculations as appropriate to demonstrate compliance with wall opening requirements shall be provided.
112.	<input type="checkbox"/>	<input type="checkbox"/>	Sections through Building (Detailed Wall Sections)
113.	<input type="checkbox"/>	<input type="checkbox"/>	Ramps, identify slope with handrails and edge protection where applicable.
114.	<input type="checkbox"/>	<input type="checkbox"/>	Stair Details (risers/treads/handrails/guardrails). Indicate direction up and down
115.	<input type="checkbox"/>	<input type="checkbox"/>	Interior Finish Schedule/ Type Material along with flame spread rating ex Class A, B, C
116.	<input type="checkbox"/>	<input type="checkbox"/>	All door schedules must be on plans. All door hardware sets must be called out and present on plan sheet. Referring to Specification will not be accepted. Additionally, identify all new and existing hardware components (do not state, "Existing to Remain" without providing hardware set) and those that support access control.
117.	<input type="checkbox"/>	<input type="checkbox"/>	Window Schedule
118.	<input type="checkbox"/>	<input type="checkbox"/>	Penetration details for fire-rated construction with nationally recognized test ratings, e.g.. UL/FM #.
119.	<input type="checkbox"/>	<input type="checkbox"/>	<p>For projects using Virginia Existing Building Code (VEBC), <b>answer all the following question in scope of work</b> on plan sheet:</p> <ol style="list-style-type: none"> <li>2. What is the purpose of the renovation?</li> <li>3. What is the square footage of any floor where work is being performed?</li> <li>4. What is the total floor area of the building?</li> <li>5. What repairs are being conducted?</li> <li>6. What are the alterations?</li> <li>7. Are the alterations considered Level 1, 2 or 3?</li> <li>8. Where are the work areas?</li> <li>9. See: <a href="#">Work Areas</a></li> <li>10. What is the square footage of the work areas on each floor?</li> <li>11. What is the total square footage of the work areas in the building?</li> <li>12. Is there a change of occupancy?</li> <li>13. Is the structure a historic building?</li> <li>14. Is the building being moved?</li> <li>15. What work is being performed in the primary function area(s)?</li> <li>16. Is there an accessible route, including an accessible restroom and an accessible drinking fountain, to each affected primary function area?</li> <li>17. Identify any supplemental requirements and explain any work that is outside of the work area(s). Any work proposed in a primary function area and the corresponding accessible route must be identified. If upgrades are necessary to provide an accessible route they must be identified.</li> </ol>
120.	<input type="checkbox"/>	<input type="checkbox"/>	Firestopping and Draft stopping
121.	<input type="checkbox"/>	<input type="checkbox"/>	Design specifications are present on plans sheet for all rated walls including in partition schedule with nationally recognized testing agency, e.g. UL/FM # or VCC chapter 7 compliance.
<b>Architectural Site Information</b>			
122.	<input type="checkbox"/>	<input type="checkbox"/>	Show locations of all existing and proposed structures including tanks/generators/sheds with dimensions from property lines/existing buildings.
123.	<input type="checkbox"/>	<input type="checkbox"/>	Show locations of all existing and proposed site improvements
124.	<input type="checkbox"/>	<input type="checkbox"/>	Show parking plan, including fire lanes.
125.	<input type="checkbox"/>	<input type="checkbox"/>	Show Location, Type and Size of Public/Private Water Lines, Fire service lines. Must show location of Fire Department Connection where fire sprinkler system is present.

Project Name:  
 Project Address:  
 Fire Peer Reviewer's Name:  
 Peer Reviewer's #:  
 Peer Reviewer's phone:

Rev date:10-08-2021

126.	<input type="checkbox"/>	<input type="checkbox"/>	Show Location of fire department connection and post indicator valve (if present)
127.	<input type="checkbox"/>	<input type="checkbox"/>	Show location of building address
128.	<input type="checkbox"/>	<input type="checkbox"/>	Show location of main entrance and all exits
129.	<input type="checkbox"/>	<input type="checkbox"/>	Egress and Accessible routes from building exits to public way
130.	<input type="checkbox"/>	<input type="checkbox"/>	Adjoining Property Owners Names and Land Uses
131.	<input type="checkbox"/>	<input type="checkbox"/>	Address on site plan matching construction document address and county tax map #.
<b>Fire Protection/Life Safety (Information in this section may be repetitive and can be presented on Architectural, MEP Plans)</b>			
300.	<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Comply with Fairfax County Office of the Fire Marshal Commercial Plan Review Submittal Requirements.</u></b> <a href="#">Link</a> The document identifies information <b><u>required</u></b> for the Building Permit <b><u>and that which may be deferred until shop drawing submittals.</u></b>
			The following comments refer to the Fire Marshal Office Commercial Plan Review Submittal Requirements, by number.
301.	<input type="checkbox"/>	<input type="checkbox"/>	3.01. Code Analysis: the code analysis requirement is shared with "General Requirements" and "Architectural" and may be combined on a single plan.
302.	<input type="checkbox"/>	<input type="checkbox"/>	3.02 Fire Life Safety Plan: this requirement is shared with "Architectural" and may be combined on a single plan.
303.	<input type="checkbox"/>	<input type="checkbox"/>	3.03 Construction Type: this requirement is shared with "Architectural" and may be combined on a single chart/matrix.
304.	<input type="checkbox"/>	<input type="checkbox"/>	3.04 Use Group and Occupancy Classifications / Height and Area Calculations: this requirement is shared with "Architectural" and may be combined as part of the code analysis.
305.	<input type="checkbox"/>	<input type="checkbox"/>	3.05 Site Drawing: (provide a site plan # when applicable) An approved copy from the Fire Marshal Office is provided where any of the following is in project scope: <ul style="list-style-type: none"> <li>▪ Any building that is new (including a storage shed)</li> <li>▪ Any addition</li> <li>▪ A change in construction type where the construction type is decreasing in fire resistance rating i.e. increasing in combustibility</li> <li>▪ A new sprinkler system is being installed in a building,</li> <li>▪ Modification in streetscape that decreases street access to the building or alters any existing fire lane (i.e. reduces fire truck access)</li> <li>▪ Ground floor pool addition</li> <li>▪ Relocating existing fire department connection (FDC) or underground (UG) fire line</li> <li>▪ Changes to water supply or relocation of fire hydrant</li> </ul>
306.	<input type="checkbox"/>	<input type="checkbox"/>	3.06 Occupant Load/Egress Calculations: this requirement is shared with "Architectural" and may be combined as part of the code analysis.
307.	<input type="checkbox"/>	<input type="checkbox"/>	3.07 Fire Resistant Materials: this requirement is shared with "Architectural" and may be combined
308.	<input type="checkbox"/>	<input type="checkbox"/>	3.08 Emergency Lighting / Backup Power: (requirement shared with Electrical) <ol style="list-style-type: none"> <li>1. Any area or component required to be provided with emergency lighting and/or emergency power has been identified.</li> <li>2. The capacity of the emergency systems operation for equipment such as means of egress lighting, exit signs, door locks, fire pumps, communication, elevators, and other emergency equipment as required by the applicable code have been evaluated.</li> <li>3. Size, type, fuel and design number for any tank and/or onsite generator is identified with location shown from building(s) and property line(s).</li> </ol>

Project Name:  
 Project Address:  
 Fire Peer Reviewer's Name:  
 Peer Reviewer's #:  
 Peer Reviewer's phone:

Rev date:10-08-2021

			4. Where delayed egress is utilized, the plans shall clearly show the required emergency lighting at the door.
309.	<input type="checkbox"/>	<input type="checkbox"/>	3.09 Interior Finishes: this requirement is shared with "Architectural" and may be combined as part of the code analysis.
310.	<input type="checkbox"/>	<input type="checkbox"/>	3.10 Special Use and Occupancy: shall be clearly identified on the plans.
311.	<input type="checkbox"/>	<input type="checkbox"/>	3.11 Special Processes, Materials, or Hazards: shall be clearly identified on the plans.
312.	<input type="checkbox"/>	<input type="checkbox"/>	5.0 Fire Protection Systems: All required fire protection systems must be identified.
313.	<input type="checkbox"/>	<input type="checkbox"/>	5.01 Fire Protection -systems specific information: refer to Fire Marshal Office Commercial Plan Review Submittal Requirements to determine specific information that shall be included and that which may be deferred until shop drawing submittal.
314.	<input type="checkbox"/>	<input type="checkbox"/>	6.0 Deferred Shop Drawings 1. Shop drawings are required to be submitted for the following: a. Fire protection system sprinklers, standpipes, alternative suppression, fire detection and alarm, fire pumps, kitchen hood, etc. b. Access control locks or special locking arrangements c. Tanks storing flammable and combustible liquids including generators 2. Provide notes on your building permit construction set that clearly indicate shop drawings for the required systems will be submitted to the Fire Marshal Office
315.	<input type="checkbox"/>	<input type="checkbox"/>	Fairfax County <a href="#">Smoke Control Manual</a> has been reviewed and <a href="#">requirements</a> included in the submittal.
316.	<input type="checkbox"/>	<input type="checkbox"/>	Show exact location and rating of all proposed fire walls and/or horizontal separations.
317.	<input type="checkbox"/>	<input type="checkbox"/>	Fire Areas: Indicate gross square feet of building/floor and/or created fire areas.
318.	<input type="checkbox"/>	<input type="checkbox"/>	Notes identifying correct NFPA standards and edition for all fire protection systems.
319.	<input type="checkbox"/>	<input type="checkbox"/>	State if building is proposed to be sprinklered and if so, by which type of NFPA system. Ex. NFPA 13, 13R.
320.	<input type="checkbox"/>	<input type="checkbox"/>	Show primary fire department connection (FDC) on address side of building (if sprinklered). For high-rise buildings, also show secondary FDC location, remote from primary FDC.
321.	<input type="checkbox"/>	<input type="checkbox"/>	Show location, size, and size type of incoming material for all proposed underground fire line on plumbing sheet (or sprinkler plan) service lines.
322.	<input type="checkbox"/>	<input type="checkbox"/>	State if building is proposed to have fire alarm system and type (ex. manual, voice evac).
323.	<input type="checkbox"/>	<input type="checkbox"/>	Fire hose valve locations at horizontal exits, exit enclosures, exits stairs, etc.
324.	<input type="checkbox"/>	<input type="checkbox"/>	For flammable and combustible liquid tanks indicate size, type, fuel and design number for any tank and/or onsite generator is identified and location shown and dimensioned from all property lines, nearest structure (including other tanks) on site Show all on-site and off-site roads and driveways accessing the site.
325.	<input type="checkbox"/>	<input type="checkbox"/>	Location of kitchen hood pull station in the path of egress. Min 10ft and max 20ft from hood.
326.	<input type="checkbox"/>	<input type="checkbox"/>	Fire Service access elevator clearly identified.
327.	<input type="checkbox"/>	<input type="checkbox"/>	Any hazardous materials identified, control areas and maximum allowable quantities stated
328.	<input type="checkbox"/>	<input type="checkbox"/>	Locations where access controls or security locking systems will be provided within means of egress paths have been identified.
329.	<input type="checkbox"/>	<input type="checkbox"/>	Height of storage, racks, shelves.
330.	<input type="checkbox"/>	<input type="checkbox"/>	<b>In-building emergency communications coverage</b> All <u>high-rise buildings</u> shall have wired communication systems as described in VCC-15, 907.2.13.2 instead of complying with VCC-15, 916. All other buildings (this would be your building) that are

Project Name:  
 Project Address:  
 Fire Peer Reviewer's Name:  
 Peer Reviewer's #:  
 Peer Reviewer's phone:

Rev date:10-08-2021

			required to have in-building emergency communications coverage per 916 can take the following path: <ul style="list-style-type: none"> <li>Provide technological documentation on a plan sheet showing that your <i>structure</i> (building) or portion thereof does not impede emergency communication signals. VCC-15, 916.1 Exception 5. You may contact Fairfax County Radio Services Division at 703.324.2630 to get information on signals for your area.</li> </ul> If signals are impeded, comply with infrastructure installation requirement per VCC-15, 916.1.1
331.	<input type="checkbox"/>	<input type="checkbox"/>	I have utilized the Office of the Fire Marshal - <a href="#">Building Tenant/ Plan Review Checklist</a> for tenant projects when conducting my review.
<b>Mechanical Plans</b>			
400.	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Key plan showing the area of mechanical work relative to the entire building.
401.	<input type="checkbox"/>	<input type="checkbox"/>	Provide room names, number, and grid lines to match architectural plans
402.	<input type="checkbox"/>	<input type="checkbox"/>	Show all fire-rated and smoke-rated walls (both existing and new) with their ratings (ex. 1hr fire barrier, 1hr fire partition, etc.)
403.	<input type="checkbox"/>	<input type="checkbox"/>	Smoke Detection for Return Air
404.	<input type="checkbox"/>	<input type="checkbox"/>	Fire and or Smoke dampers and detection devices
405.	<input type="checkbox"/>	<input type="checkbox"/>	Fire duct wrap design assembly details
<b>Plumbing Plans</b>			
500.	<input type="checkbox"/>	<input type="checkbox"/>	Show all fire-rated and smoke-rated walls (both existing and new) with their ratings (ex. 1hr fire barrier, 1hr fire partition, etc.)
501.	<input type="checkbox"/>	<input type="checkbox"/>	Provide room names, number, and grid lines to match architectural plans
502.	<input type="checkbox"/>	<input type="checkbox"/>	Fire stopping/penetration details/design #
<b>Electrical Plans</b>			
600.	<input type="checkbox"/>	<input type="checkbox"/>	Exit Signs directing to two separate and distinct exits when two exits are required
601.	<input type="checkbox"/>	<input type="checkbox"/>	Provide room names, number, and grid lines to match architectural plans
602.	<input type="checkbox"/>	<input type="checkbox"/>	Emergency/night lights
603.	<input type="checkbox"/>	<input type="checkbox"/>	Illumination at exits and throughout exit discharge to public way
604.	<input type="checkbox"/>	<input type="checkbox"/>	Show all fire-rated and smoke-rated walls (both existing and new) with their ratings (ex. 1hr fire barrier, 1hr fire partition, etc.)
<b>Telecommunication Plans</b>			
700.	<input type="checkbox"/>	<input type="checkbox"/>	Show all fire-rated and smoke-rated walls (both existing and new) with their ratings (ex. 1hr fire barrier, 1hr fire partition, etc.)
701.	<input type="checkbox"/>	<input type="checkbox"/>	Provide room names, number, and grid lines to match architectural plans
702.	<input type="checkbox"/>	<input type="checkbox"/>	Fire stopping/penetration details/design #

I \_\_\_\_\_, acknowledge that I have to the best of my ability reviewed plans utilizing the checklist above, Virginia Uniform Statewide Building Code (VUSBC), Fire Code and applicable standards.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Peer Review Number: \_\_\_\_\_