

# A1.6 General Requirements- Code Compliance, Code Analysis and Building Permits

## NEW SECTION

### GENERAL

All projects require review and acceptance from the AHJ (Authority Having Jurisdiction) before specific phases of the project can be started. Failure to follow the submittal process will result in possible delays, redesign and or fines from the AHJ. The AHJ duties are delegated by agreement with the State Fire Marshal's office to DFM (Department of Facilities Management) in Topeka. DFM IS THE AHJ. The DFM web site- <http://www.da.ks.gov/fp/manual.htm> provides current review requirements and submittal forms and is updated every quarter or in some cases whenever a change is needed. Changes are made WITHOUT PRIOR NOTICE; therefore submittal documents MUST be downloaded and used from their site. Failure to use the correct form might result in a review delay.

### CODE ANALYSIS

- The Architect/Engineer is responsible to provide a full analysis of code compliance for every design and document that analysis on a Code footprint. DCM is responsible to oversee this process, review submittal documents for completeness and adherence to DFM and DCM standard practices. The KU Director of Fire & Life Safety representing the University Fire Marshal Authority is responsible to oversee all associated submittal processes, review the projects Fire and Life Safety systems throughout the design and construction process for compliance with listed codes along with the Kansas Fire Prevention Code.

### CODE FOOTPRINT:

- Submit per DFM and DCM graphic standards
- Answer all DFM "Request for Review" form check sheet items.
- Utilize DFM symbol legend; do not delete any symbols, symbols can be added.
- Utilize DCM template for cover sheet and DCM format for site and floor plans. CFPs not using the standard template shall be rejected. Template is available through Joe Friday at DCM.
- Include all required items per KSFMO Fire Fact 61 and DFM Building Manual see chapter 7.
- Include all existing and new special agreements which would include any alternate means and methods negotiated during the design process. IMPORTANT- if any alternate method is not documented on the CFP it is NOT agreed to and will be rejected.
- Utilize 11x17 inch sheet format, black and white in the approved AutoCAD format.
- Inserted complete CFP on to the CDs at 1 to 1 never reduced or orient differently than plans on contract documents. Utilize original signed and sealed CFP on CDs if

available at the time of printing. Issue signed and approved document as a change order to make it a part of the Contract Documents if they were not included on the original CD sheets.

- The CFP shall be strictly in accordance with the prescribed codes. Variances, alternate means and methods or equivalent designs will not be considered in new construction unless agreed to by the Authority Having Jurisdiction (AHJ) and by the agency (KU-DCM) in writing before the Schematic Design stage is complete.
- When utilizing the KU small scale drawings, Designers are required to field-verify all critical information that may affect or be affected by the project's particular requirements. KU small scale drawings are diagrammatic and may not reflect recent changes to the building.
- Provide an AS Built CFP if changes were made during construction that effect the content of the CFP. Submittal shall be in both AutoCAD and PDF formats. All sheets in a PDF submittal shall be in one file.
- Per KU standards along with the full contract document submittal provide a separate electronic submittal of the CFP sheets to DCM attention Bob Rombach at [brombach@ku.edu](mailto:brombach@ku.edu).
- CFP shall include but may not be limited to:
  - The total gross square footage of each level in the facility.
  - Occupancy group(s) and separations with graphic lines.
  - Type(s) of construction.
  - The square footage of each assembly occupancy and the calculated occupant loads within each space.
  - Chemical control zones with projected chemical quantities (Research Labs)
  - Dashed line of major egress routes to required exits, with cumulative occupant loads at junctions with tributary egress routes.
  - Clearly designate each required exit, at both interior and exterior locations.
  - Provide total occupant load & calculated egress width at each required exit & actual exit width per graphic legend.
  - Indicate areas of refuge at required exits that are not HC-accessible, in non-sprinklered buildings.
  - Hour ratings for fire-rated walls, partitions and roof-ceiling assembly; include in bid docs, as part of partition schedules, details &/or wall / building sections.
  - Fire extinguisher locations and lines indicating radii of coverage in public access area, per NFPA 10. Show required extinguishers in labs or special systems.
  - Local hydrant tests related to water pressure and volume for sprinkler system design if applicable. The information must be no older than 3 years.
  - Location of fire hydrants and fire access lanes on site. Utilize and graphically show the 300 foot to fire apparatus and 150 foot fire hose reach requirement from the staged apparatus to every exterior part of the buiding.
  - Distances from building to assumed or actual property lines.
  - Standpipe and post indicator valve locations.
  - Primary fire department access, verify with KU Fire Marshal and City FD.
  - Fire Dept. "Knox box" locations on exterior of building.
  - Show main fire alarm control panel and remote annunciator panel locations.
  - Area Of Refuge master intercom call station location, if provided
  - Temporary Egress Plan-** Show locations of temporary exit stairs and/or egress paths during construction on a separate temporary egress sheet if needed. Show 1 hour fire

rated construction separation partitions. (gyp bd. on both side of metal studs at 24" OC not taped.

- Storm shelter locations, if any.
- Show other critical code compliance and life safety information.

#### **PERFORMANCE BASED DESIGN**

- Shall not be allowed or considered in new construction, and is discouraged in all cases. Performance-based design will be considered for projects in existing facilities only on a case-by-case basis.

#### **CONTRACT DOCUMENTS- FINAL**

- Submit sealed final Contract Document set along with the DFM REQUEST for REVIEW to DCM- Fire & Life Safety Director who will review completeness of submittal, log it for tracking purposes and submit it to DFM for permitting review. Most projects will not be approved for construction without this being complete.

#### **BUILDING PERMIT:**

- Is required and will be issued by University Fire Marshal Authority (UFMA) before construction is to proceed on all projects on State and KU Endowment owned land on west campus. On State land UFMA permits are issued after all approvals for construction are received from DFM who is the Authority having jurisdiction. On Endowment land UFMA permits are issued when KSFMO reviews and approves a code footprint submitted through UFMA.
- City permits and City inspection is required on KU Endowment owned land.
- Projects started without a building permit will be stopped. Possible fines of \$1000.00 a day will be assessed by the State Fire Marshal along with an order to Cease and Desist sent to the Chancellor. To avoid this legal action from the State, the KU Fire Marshal shall issue a stop work order.
- Projects on privately owned land and KU Endowment land are subject to the Jurisdiction of the City they are in. For the City of Lawrence, City review, permitting and inspection apply. If the buildings are for the use of University personnel and programs they are subject to State Fire Marshal and University Fire Marshal review, permitting and inspection.

#### **LIFE SAFETY SYSTEM SHOP DRAWINGS**

- Fire Alarm- Require submittal to DFM by the A/E through DCM (Fire & Life Safety Director)
- Fire Sprinkler- Require submittal to DFM by the A/E through DCM (Fire & Life Safety Director)
- Submittal approvals from DFM are required before work can proceed on project site.

#### **CERTIFICATE OF OCCUPANCY:**

- (Final or Partial)-** DFM requires the A/E to request the Certificate of Occupancy coordinated to the DFM field inspector's inspection. Partial area occupancy can be granted if the area is complete and defined on a plan by the A/E.

- ❑ **TEMPORARY CofO-** NO TEMPORARY Certificate of Occupancies will be granted by DFM. If it is not complete they will not issue the certificate of occupancy and the area requested cannot be occupied. If found occupied DFM will send a notice to the State Fire Marshal who will without question order a Cease and Desist and assess a fine.

#### **SUBMITTAL PROCESS:**

Refer to Chapter 7 of the DFM “*BUILDING DESIGN AND CONSTRUCTION MANUAL*” for detailed DFM requirements of the submittal and inspection process outlined below: <http://www.da.ks.gov/fp/manual.htm> . ALL submittals **MUST** be processed through DCM Fire & Life Safety Compliance Director. Direct DFM submittals will not be processed without special arrangements being agreed to.

- ❑ **Compliance Submittals-** All compliance submittals **MUST** go through KU DCM, Attention Bob Rombach, Fire & Life Safety Director who will review for completeness and submit to DFM. Please have them logged in at the 2<sup>nd</sup> floor desk. If items are found needing correction, comments will be issued
- ❑ **DFM State project number-** Must be requested through DFM and must be on all Review for Requests to DFM. Also please include the KU project number.
- ❑ **Is a CFP (Code Footprint) required-** This form should be used if the A/E feels that a CFP is NOT needed. Include a small scale plan of the project so DFM can understand what is being requested. The A/E must submit the DFM form and have sign-off from DFM to defer the CFP, otherwise *IT IS REQUIRED*. If there is no intention to defer, request is not needed.
- ❑ **CFP preliminary submittal-** In progress CFPs should be submitted to KU DCM only at schematic design. It is not recommended to send to DFM. Please verify with the DCM PM. The DFM review at this stage if done is for information purposes only.
- ❑ **CFP Final submittal-** A sealed and signed final CFP is required at the conclusion of Design and Development phase of work. This will be reviewed by the DCM Project Manager and the University Fire Marshal before the Agency signature is applied and 3 original CFPs are sent to DFM for formal approval. This **MUST** have the DFM request for review form properly filled out or it will not be reviewed. The Agency contact is Bob Rombach for all projects. Documents are sent every Monday, Wednesday and Friday at 10am. Allow at least one business day for DCM review and processing. Allow 2 weeks for DFM review. Request status of review from both DFM and DCM at the end of 2 weeks to insure it is being processed.
- ❑ **CFP Comments-** DFM comments are submitted to the Single Agency contact and A/E listed on the Request for review. It is the responsibility of the A/E to respond and / or correct per DFM comments directly to DFM and copy the necessary DCM parties. Revised CFPs, if needed, will require a re-issue of the package and re-submittal through DCM.
- ❑ **CFP Approval-** In many cases this will allow the issuance of a “PERMIT TO BUILD” allowing construction to proceed, however at the discretion of DFM construction approval will be held pending final CD (Contract Document) submittal and approval.

- ❑ **CD preliminary submittal-** Recommended to be submitted to DCM only who has project management responsibilities. DFM does not have project management responsibilities and does not review preliminary submittals in detail. They will offer preliminary code clarification on specific issues if identified clearly however they will only fully review the plans when they are final.
- ❑ **CD FINAL Submittal-** Submit a FINAL sealed set of plans to DFM through DCM the same as the CFP submittal even if they receive those same plans for printing. It must have the Request for Review and be tracked separately. If DFM is printing the set still send a separate sealed set through the process above to be properly reviewed. Failure to do so may result in a delay in getting the Permit to Build.
- ❑ **CD Comments-** Same as CFP comments. Please respond to each item, correct drawings if needed and copy all necessary parties. Supplemental drawings are recommended. Request a status of the review after 2 weeks.
- ❑ **Project Document Acceptance-** Will result in an electronic acceptance form being sent out by DFM to the Agency Contact (Bob Rombach) and the A/E. DCM at this time will process the acceptance, verify accuracy, log all activities and issue a "PERMIT TO BUILD" which will include the approved final CFP and necessary inspection requirements and shop drawing submittal requirements. CHANGES to the design after this point that effect code compliance features MUST be submitted to DFM and the University Fire Marshal for review. CHANGES to any features shown on the CFP will require the CFP to be updated and re-accepted before a Certificate of Occupancy can be issued by DFM. The CFP re-submittal shall be done using the original process submitted for review and signature to DCM.
- ❑ **Fire Alarm Shop Drawing Submittal-** Is required before work can start on the fire alarm system. The A/E is to submit the Engineered reviewed shop drawing along with a REQUEST FOR REVIEW form to DCM attention Bob Rombach. After a DCM review they will be submitted to DFM for final compliance review. Failure to include the Request for Review or sending them direct to DFM will result in the drawings not being reviewed which will result in a denial of the certificate of occupancy.
- ❑ **Fire Sprinkler Shop Drawing Submittal-** Is required before work can start on the fire sprinkler system. The A/E is to submit the Engineered reviewed shop drawing along with a REQUEST FOR REVIEW form to DCM attention Bob Rombach. After a DCM review they will be submitted to DFM for final compliance review. Failure to include the Request for Review or sending them direct to DFM will result in the drawings not being reviewed which will result in a denial of the certificate of occupancy.
- ❑ **Review Time-** DFM requires 2 weeks for review and processing. After two weeks it is recommended the A/E request directly to DFM a status of the review. Copy the DCM project manager and University Fire Marshal of any requests for status.