

The Office of the State Fire Marshal requires the following items to be submitted for review and acceptance:

1. An 11 x 17 Code Footprint sealed, signed, and dated by Kansas Licensed Architect or Engineer. The code footprint shall be in compliance with KAR 22-1-7.
2. The code footprint must be submitted with C.2.2. and C.2.2.A form.
3. Fire Alarm plans and battery calculations sealed, signed, and dated by Kansas Licensed Engineer (if required by code). Shall be in compliance with NFPA 72 and the Shop Drawings requirement section. The Fire Alarm plans must be submitted with C.2.2. form.
4. Automatic Sprinkler plans and hydraulic calculations sealed, signed, and dated by Kansas Licensed Engineer (if required by code). Shall be in compliance with NFPA 13 and the Plans and Calculations Chapter. The Sprinkler plans must be submitted with C.2.2. form.
5. The Kansas State Fire Marshal's office requires 30 days' notice prior to the building being occupied in order for a final inspection to be scheduled and performed.
6. Plan reviews by the Kansas State Fire Marshal, are cursory in nature and compliance to the appropriate standards is expected. Comments provided by other reviewing parties and by other authorities having jurisdiction shall be acknowledged.
7. Attached are the C.2.2. and C.2.2.A forms along with some additional information that may be helpful (Construction Project and Plan Submittal Guide).
8. All submissions should be in pdf format and emailed to: prevention@ks.gov.
9. If you have any questions email prevention@ks.gov or call the office at (785) 296-3401.

Electronic plan submissions will be accepted in .pdf format only. No jpeg, dwg, or any other AutoCAD file types of files will be accepted.

OSFM will not download plans from any internet file sharing site.

Full construction plan sets will not be accepted nor reviewed.

Submissions for code footprint, fire alarm, and sprinkler system reviews must be provided in separate submissions, with separate C.2.2 cover forms. The primary contact listed on the C.2.2 form should be the person qualified to answer all questions regarding the plan submission.

On new construction or major renovation, the fire alarm submission nor sprinkler system submission will be accepted until the code footprint has been approved.



OFFICE OF THE STATE FIRE MARSHAL

800 SW JACKSON, STE 104, TOPEKA, KS 66612

PHONE: (785) 296-3401 FAX: (785) 296-0151

If you are submitting your documents for review by OSFM, we review submitted forms in the order received. We will require 30 days to review submissions.

REQUEST FOR PROJECT REVIEW – PAGE 1 OF 2 (CHILD CARE FACILITIES WITH 24≤ CHILDREN COMPLETE PAGE 1)		
DATE:	COUNTY PROJECT LOCATED:	
<input type="checkbox"/> SCHOOL (K-12 and/or Colleges and Universities) <input type="checkbox"/> CHILDCARE/PRESCHOOL Total Children #: <input type="checkbox"/> Half Day <input type="checkbox"/> Full Day <input type="checkbox"/> Infants Ages:	<input type="checkbox"/> HOSPITAL <input type="checkbox"/> AMBULATORY SURGICAL CENTER <input type="checkbox"/> NURSING HOME	
<input type="checkbox"/> DROP IN PROGRAM LESS THAN 2000 OCC. <input type="checkbox"/> CORRECTIONAL/DETENTION <input type="checkbox"/> MULTI-FAMILY RESIDENTIAL OVER 12,000 S.F. <input type="checkbox"/> ASSEMBLY FOR 2000 OR MORE OCCUPANTS <input type="checkbox"/> OTHER (list):	<input type="checkbox"/> ICF/MR <input type="checkbox"/> HOSPICE <input type="checkbox"/> ASSISTED LIVING <input type="checkbox"/> RESIDENTIAL BOARD & CARE/HOME PLUS: Clients# <input type="checkbox"/> MEDICARE <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> MEDICAID <input type="checkbox"/> Yes <input type="checkbox"/> No	
FACILITY INFORMATION		
NAME		
STREET		
CITY		
STATE/ZIP		
PHONE NUMBER		
FAX NUMBER		
OWNER'S REPRESENTATIVE (SINGLE POINT CONTACT RESPONSIBLE FOR ALL FUTURE CORRESPONDENCE TO THIS PROJECT)		
	PRIMARY	SECONDARY
NAME		
STREET		
CITY		
STATE/ZIP		
PHONE NUMBER		
FAX NUMBER		
E-MAIL ADDRESS		
TYPE OF SUBMITTAL: CODE FOOTPRINTS – REQUIRED BY STATE LAW (K.A.R. 22-1-7)		
<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> TEMP. EGRESS/EXITING DURING CONSTRUCT.	
<input type="checkbox"/> ADDITION TO EXISTING BUILDING	<input type="checkbox"/> LIC. AMENDMENT/NEW: KDHE <input type="checkbox"/> KDOA <input type="checkbox"/> SRS <input type="checkbox"/>	
<input type="checkbox"/> RENOVATION/REMODELING	<input type="checkbox"/> CHANGE IN USE	
<input type="checkbox"/> CHANGE OF OWNERSHIP	<input type="checkbox"/> EXISTING BUILDING CHANGE OF OCCUPANCY	
OPTIONAL DOCUMENTATION AS REQUIRED BY KANSAS STATE FIRE MARSHAL IN WRITING DURING REVIEW		
<input type="checkbox"/> SPRINKLER DOCUMENTS	<input type="checkbox"/> FIRE ALARM DOCUMENTS	



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REQUEST FOR PROJECT REVIEW – PAGE 2 OF 2 – K.A. R. 22-1-7 COMPLIANCE ATTESTATION

DATE:

FACILITY NAME:

1. Design architect or engineer to check the Met column to indicate compliance to KFPC & K.A.R. 22-1-7.

Met	The following shall be provided on each code footprint:	Met	The following narrative is required on code footprints:
<input type="checkbox"/>	A full size drawing (request 11 x 17 maximum)	<input type="checkbox"/>	Project construction purpose: new, addition, change in use, renovation, or other
<input type="checkbox"/>	Complete floor plan, including existing facilities and new construction, for each floor of the facility	<input type="checkbox"/>	Reason for submittal: new construction, new licensure, certificate of occupancy, or plan of correction for existing code deficiencies
<input type="checkbox"/>	An 11 inch by 17 inch (print) reduction sealed by a Kansas-licensed design professional	<input type="checkbox"/>	Code or codes used (All code footprints must list the Kansas Fire Prevention Code and related statement.)
Met	The following information is required on code footprint:	<input type="checkbox"/>	Location of any anticipated future additions
<input type="checkbox"/>	Graphic bar scale	<input type="checkbox"/>	Name, address, city, state, zip code, phone number, and fax number of the owner
<input type="checkbox"/>	North directional indicator	<input type="checkbox"/>	Date developed and any revision dates
<input type="checkbox"/>	Complete building floor plan with a clear identification of new, remodeled and existing portions	<input type="checkbox"/>	Name, address, city, state, zip code, phone number, and fax number of the designer
<input type="checkbox"/>	All permanent partitions taller than 6 feet	<input type="checkbox"/>	Designers seal (RA or PE)
<input type="checkbox"/>	Label with plain text, legends for each room/ space	<input type="checkbox"/>	Name of the responding fire service
<input type="checkbox"/>	Occupant load of assembly rooms and total occupant load for each floor level	<input type="checkbox"/>	Name of the local building inspection department
<input type="checkbox"/>	Identification of openings and ratings of stair and shaft enclosures	<input type="checkbox"/>	Each occupancy group and type & each room occupant load
<input type="checkbox"/>	Identification of ratings of corridors and openings	<input type="checkbox"/>	Type of construction
<input type="checkbox"/>	Occupancy and area separations	<input type="checkbox"/>	Structural code requirements, including the following:
<input type="checkbox"/>	Horizontal exit arrangements, exit passageways, and smoke compartments	<input type="checkbox"/>	Total floor are of each occupancy, actual and allowable
<input type="checkbox"/>	Designate all required exterior exits and exit capacity	<input type="checkbox"/>	Height and area limitations, actual and allowable
<input type="checkbox"/>	Location of the central fire alarm control panel and any remote annunciator panels	<input type="checkbox"/>	Structural fire ratings, actual and allowable
<input type="checkbox"/>	Fire department connections	<input type="checkbox"/>	Identification of active fire safety features, including:
<input type="checkbox"/>	Fire department access roads and fire hydrants	<input type="checkbox"/>	Type of automatic suppression systems/ locations
<input type="checkbox"/>	Distances to property line and exposures	<input type="checkbox"/>	Fire alarm signaling system
<input type="checkbox"/>	Any special hazards or conditions	<input type="checkbox"/>	Emergency lighting and power features
<input type="checkbox"/>	Location of any anticipated future additions	<input type="checkbox"/>	Smoke control system / extent and purpose
<input type="checkbox"/>	RESERVED	<input type="checkbox"/>	Water supply requirements for fire suppression
<input type="checkbox"/>	RESERVED	<input type="checkbox"/>	Alternative design or methods of construction, or both



New construction in the state of Kansas, including building additions and changes, must be under the direct supervision of a Kansas licensed design professional, whether an architect or engineer. The work shall be designed and constructed to the criteria established by Kansas regulation. Furthermore, the plans shall be reviewed for code compliance or a building permit shall be obtained from a local building official and/or fire authority with building inspections taking place during construction and a certificate of occupancy issued prior to formal use. In some local jurisdictions, both will take place.

Kansas architects, engineers, building code officials, and fire officials shoulder the responsibility for providing a third party objective evaluation of the fire safety features of newly constructed buildings. Resources may not be readily available to verify new construction is designed and built to meet the intent of the Kansas Fire Prevention Code. The major participants of the fire protection team are the building owners and operators, the local inspection authorities, the Office of the State Fire Marshal, and the Kansas licensed design professionals. These major participants must work together to facilitate the efficient use of resources. Fire protection and life safety features must be included in the original design concept and not retrofitted at a later stage.

The Office of the State Fire Marshal is leading the effort to capitalize on the effectiveness of plan review to ensure a higher degree of quality in new construction. Architects generate building designs to protect occupant safety and well being, but much of the code criteria used to design and construct the building is not formally recorded. Coherent code inspections of plan submittals are therefore nearly impossible.

To make such a review of specific code criteria possible, a format called a “code footprint” has been developed over the years. The code footprint provides a snap-shot of the key code information shown within a small scale building plan. The code footprint reduces redundancy and increases the coordination between all participants involved with new/existing construction. A sample code footprint is included in this guide.

ATTENTION
KANSAS LICENSED ARCHITECTS AND ENGINEERS

PLEASE DO NOT SUBMIT
COMPLETE CONSTRUCTION DOCUMENTS
TO THE
OFFICE OF THE STATE FIRE MARSHAL FOR REVIEW

Kansas State Fire Marshal – Fire Prevention Division

KANSAS STATE FIRE MARSHAL CODE FOOTPRINT REQUIREMENTS

WHEN IS A CODE FOOTPRINT REQUIRED

A code footprint shall be prepared for all new buildings, new additions, and changes in occupancy, or building renovation

WHAT OCCUPANCIES REQUIRE A CODE FOOTPRINT

A code footprint shall be submitted to the state fire marshal for review and acceptance for the following occupancies

Group A: Assembly having a combined occupant load in excess of 2,000 persons;

Group B: Business used at any community college, area vocational school, vocational technical school, technical college, or any institution under the governance of the state board of regents;

Group A: Assembly mixed with educational or institutional

Group E: Educational, including any day care facility for more than 24 persons;

Group I: Institutional, including any state or other governmental entity's detention facilities, and any occupancy physically attached to a group I occupancy regardless of fire barrier separation

Group R-1 or R-2: Residential that is three or more stories in height, including basements, or more than 12,000 square feet in area

Group R-4: Residential occupancy

CODE FOOTPRINT SUBMITTAL REQUIREMENTS

In order to get your submittal reviewed by a Fire Protection Specialist you must submit the following:

- 11" x 17" reduction of the full sized drawing
- C.2.2
- C.2.2.A

The C.2.2 and C.2.2.A can be found on our webpage.

<https://firemarshal.ks.gov/DocumentCenter/View/408/C22-Request-for-Review-PDF>

<https://firemarshal.ks.gov/DocumentCenter/View/409/C22A-Request-for-Review-PDF>

You may submit your information electronically or through the mail. If you submit electronically, you must submit in a pdf format, as we do not have all the various programs/software used for design. Call the main office to obtain an email address (785) 296-3401.

SUBMITTAL TIMEFRAMES

The Kansas State Fire Marshal's Office has 30 days to review your code footprint for compliance with all the state adopted codes and regulations. This 30 days starts from the date that we receive a complete submittal. Incomplete submittals will not be reviewed by a Fire Protection Specialist.

We review submittals in the order that they are received. You must plan accordingly and submit your information well in advance of any critical deadlines.

We will NOT do an emergency review or place your submittal ahead of others.

Everyone has deadlines and more importantly our staff needs time to be able to sit down and accurately review the information. Often times a "hurried" review lends itself to errors.

Kansas State Fire Marshal – Fire Prevention Division

REQUIRED ON CODE FOOTPRINT

- (1) Graphic bar scale;
- (2) North directional indicator;
- (3) Complete building floor plan, with clear identification of new, remodeled, and existing (Shading);
- (4) Identification of all permanent partitions taller than six feet;
- (5) Label with plain text, keynotes, or legends for each room and space;
- (6) Occupant load of assembly rooms and total occupant load for each floor level;
- (7) Stair and shaft enclosures: openings and ratings;
- (8) Corridors: Openings and ratings;
- (9) Occupancy and area separations identified;
- (10) Horizontal exit arrangements, exit passageways, and smoke compartments identified;
- (11) Exterior exits and exit capacity identified;
- (12) Location of the central fire alarm control panel and any remote annunciator panels;
- (13) Location of each fire department supply connection;
- (14) Location of fire department access roads and fire hydrants;
- (15) Property line distance and exposures;
- (16) Special hazards or conditions identified; and
- (17) Location of any anticipated future additions (dotted lines)

REQUIRED ON CODE FOOTPRINT ANALYSIS

- (1) Project construction purpose: new, addition, change in use, renovation, or other;
- (2) Reason for submittal: new construction, new licensure, certificate of occupancy, or plan of correction for existing code deficiencies;
- (3) Building street address, city, state, zip code;
- (4) Owner name, address, city, state, zip code, phone and fax number;
- (5) Designer name, address, city, state, zip code, phone and fax number;
- (6) Designer's seal (RA or PE);
- (7) Date developed and any revision dates;
- (8) Code or codes used;
- (9) Name of the responding fire service;
- (10) Name of the local building inspection department, if available;
- (11) Each occupancy group and type;
- (12) Type of construction;
- (13) Structural code requirements, including the following:
 - (A) The total floor area of each occupancy, both actual and allowable;
 - (B) height and area limitations, both actual and allowable; and
 - (C) structural fire ratings**, both actual and allowable ;
- (14) Active fire safety features, including the following:
 - (A) The type of automatic suppression systems and locations;
 - (B) the fire alarm signaling system;
 - (C) emergency lighting and power features; and
 - (D) the smoke control system;
- (15) Water supply requirements of the facility for fire suppression; and
- (16) Alternative methods of design or construction, or both.

****Structural Fire Protection Ratings**

Interior bearing walls, Exterior bearing walls, Exterior nonbearing walls, Structural frame, Permanent partitions, Shaft enclosures, Floors, Roofs, Exterior openings, Proposed UL, FM, or other fire assembly numbers (if available)