**NOTICE OF INFORMATION**

This letter of notice is to inform prospective builders, owners and contractors who are planning to build within the South Metropolitan Fire Protection District, the proper requirements for system installations and testing needed by the Fire Marshal’s Office. This notice shall serve for informational purposes only, actual installation requirements and testing may vary. It is highly recommended that a pre-job meeting be held between the contractor and a representative of the Fire Marshal’s office before construction begins.

***It is also important to know that South Metropolitan Fire Protection District is its own tax supported entity and is separate from any city or county.***

1. **Pre-job meeting**

It is highly recommended that a pre-job meeting be held between the contractor and a representative of the Fire Marshal’s office before construction begins. Items that may be covered if applicable are listed below.

A. Above or below ground storage tanks.  
B. Emergency lighting.

C. Exiting requirements in commercial type occupancies.  
D. Fire sprinkler/hood, and or detection systems.  
E. Hazardous material storage or usage.

F. Occupancy load calculations.  
G. Fire Flow requirements.  
H. Other information that may pertain to this particular type of occupancy.  
I. Fire District inspections and or processes.  
J. Emergency apparatus access.  
K. Emergency exits  
L. Warming devices for kitchens may need a Hood System. (Commercial Only) No exceptions.

M. Fire lanes if applicable.

1. **PLAN REVIEW**

A. The Fire District uses NFPA 101 – Life Safety Code 2012 edition and International Fire Code (IFC) 2021 edition, and whatever other reference is made to other codes in the International Code series.

B. An engineer or architect must stamp commercial project plans before a plan review will take place.

C. Plan submittal shall be provided for approval. One (1) set on USB thumb drive in .pdf format are required. One stamped set MUST ALWAYS remain on site.

D. All plans must be complete. Any incomplete submittals will be returned.

E. Any plans that are returned with corrections will be provided a list of needed corrections. Resubmitted plans shall be of the same style and returned stating corrections.

F. Plan review can range from 5-10 business days but may have to be extended under certain circumstances.

**BUILDING SITE PLANS**

A. Approved fire apparatus access roads shall be provided by either temporary or permanent roads, capable of supporting vehicle loading under all weather conditions. Fire apparatus access roads shall be maintained until permanent fire apparatus access roads are available.

B. An approved water supply for fire protection, either temporary or permanent, shall be made available as soon as combustible material arrives on the site.

C. The approved and stamped civil site plans shall be submitted with the building plans.

D. The approved set of plans shall always remain on site.

**FIRE SPRINKLER SYSTEMS**

1. These guidelines are to be followed when a business, facility, or organization proposes to install or modify a fire department connection (FDC) serving an automatic fire sprinkler system or standpipe system within the Fire District. These guidelines are not to be interpreted as containing all data required for proper design, installation, or approval.
2. All fire department connections serving an automatic fire sprinkler and/or standpipe system for the purposes of these guidelines and any other guidelines or requirements of the Fire Department shall conform to the 2021 International Fire Code, as adopted, and amended by the South Metropolitan Fire Protection District and NFPA 13.
3. **The Fire District will require a minimum of 1 set of compete sprinkler plans on a USB thumb drive and a calculation sheet in pdf format. These will not be returned.**
4. If a Sprinkler system is required to be installed, we will need a pdf of the drawings designed system along with the Hydraulic calculations and a letter (letter # 1) listing the Codes that were incorporated into the system design. All plans must be stamped by an Engineer or a NICET Level III or above. Please allow for a 5% safety factor.
5. A second (letter #2) must be received by the Fire Marshal’s office before any testing will be observed by the Fire District for acceptance. This letter shall confirm that the proper Backflow prevention device is in place, inspected, and passed. This letter must also confirm that the system installed meets the NFPA code for the particular occupancy that the system was designed for and is installed properly as per the submitted design.
6. Any changes to the system that are different from the original design shall be mentioned in the 2nd letter, along with an submitted set of updated plans. Once this letter is received then a date can be set for Fire District acceptance testing. Two or Three letters will be required.
7. ***NOTE: All hangers for sprinklers will need to follow the International plumbing code table 3-2. This is more stringent on hanger distances than NFPA 13.***

**Please note the items listed below for the sprinkler system:**

1. All backflow devices used in conjunction with a Fire Sprinkler system must be rated for fire service use.
2. A means must be provided for the forward testing of a backflow prevention device to ensure that adequate fire flow is achieved. This test will need to be acceptance tested by the Fire Marshal’s office. Call to schedule an appointment
3. All valves that supply water to the sprinkler system must be properly marked with a weather resistance securing device and all valves must be identified for the purpose of the valve.
4. All valves shall be secured in the operating position with a lock device of some type.
5. All pits shall be secured with a lock.
6. All private hydrants shall be marked red to indicate that it is a private hydrant. All nonprivate hydrants shall be the color yellow.
7. If hydrants are not yet in service, then a Black trash bag shall be placed over the entire hydrant until such time the hydrant operational.
8. Standpipes and sprinkler related items shall be marked in a Red.
9. If Standpipes are located in the building, some may need to be on the inside of the exterior wall and some may also need some to be located in the middle of the building. Consult the FMO for further details.

**Information needed at time of construction drawings:**

1. FDC’s for automatic sprinkler systems and/or standpipe systems for new buildings should be equipped with a 5-inch "Storz" connection.
2. The "Storz" connection should be angled down with a "short bend" or 30° downturn.
3. All FDC connections shall be equipped with a locking Knox FDC Cap. Knox products may be ordered online at [www.knoxbox.com](http://www.knoxbox.com).
4. At least one system control valve shall be mounted outside and visible (wall valve, PIV, OS&Y).
5. All fire department connections shall be located on the address side of the building or at a location approved by the Fire Marshal’s office.
6. An approved, weatherproof, horn and strobe device shall be provided on the exterior of the building above the FDC. This device shall be a minimum of 75 candelas and activate on waterflow alarms only. If the FDC is detached from the building the horn/strobe will be located near the Fire Alarm control panel room.
7. The FDC must be within 100-feet of a fire hydrant and be a separate hydrant just for supplying the sprinkler system.
8. The FDC will be out of the collapse zone (at minimum 1.5 times the size of the building).
9. The FDC shall be clear and unobstructed with a minimum of a 5-feet clear all-weather path from fire lane access. FDC that is a standalone shall be located adjacent to a hard surface road.
10. The FDC shall be installed no higher than 48-inches above grade.
11. Fire hose threads used shall be national standard hose thread.
12. Where the FDC is subject to vehicular damage, the connection shall be protected. Protection components shall not be closer than 36-inches to the connection and shall not interfere with the operation of the connection.
13. The pipe size and arrangement of the Fire Department Connection should conform to the latest edition of NFPA 13, Standard for the Installation of Sprinkler Systems.

\*If there are any other options other than the ones shown on this page, the contractor may submit it to the Fire Marshal’s Office for review. \*

**FIRE DEPARTMENT CONNECTION (FDC)**

**SIGN DESIGN REQUIREMENTS**

1. Sign shall be constructed from a 15” high by 18” wide metal substrate no thinner than .063.
2. Sign shall have square corners.
3. Background color of the sign shall be “Fire Engine Red” non-reflective.
4. White reflective letters shall be used as set out below.
5. Letter shall be a font comparable to “Folio medium” or “Helvetica medium”.
6. Sign shall be permanently attached to a wall directly above fire department connection (FDC) or below freestanding FDC. It shall be 72” from the ground to the bottom of the sign, unless otherwise approved by Fire Marshal.
7. First line (FDC) shall be 6” high letters with 3” between each letter.
8. Second and third lines shall be 2” high with ½” spacing between letters.
9. There shall be a 1” margin completely around sign and 1” spacing between lines of text.
10. There shall be 2” spacing between complete words.
11. Second and third line shall indicate what the FDC is supporting (automatic sprinklers, standpipes, test connection or a combination) please refer to IFC 912.5.
12. The ring that goes around the FDC may replace a sign.

**FIXED FIRE SUPPRESSION SYSTEMS (FFS)**

1. All alarm systems shall meet NFPA 96 and other applicable codes.
2. All FFS systems shall have local notification.
3. All lighting within the hood assembly shall shut off upon activation.
4. The remote pull station shall be located at a distance not less than10’ and not greater than 20’ from the system and be in the path of egress.
5. All gas valves shall be located below the ceiling tile.
6. A class K fire extinguisher shall be mounted near the pull station.
7. All owners, occupants, and employees shall be familiar with the operation of the system and manual activation.
8. NO WORK may begin without prior approval of plans and required permit has been submitted for payment.
9. Cooking appliances will need to have the plans Engineered stamped and the informational sheet must also be turned in for review at the time of the design submission, this also includes the installation manual.

**FIRE ALARM SYSTEMS**

1. All systems shall be installed in accordance with NFPA 72 and other applicable codes by a licensed technician.
2. All components shall meet ADA compliance.
3. Alarm panels shall be monitored to a central station.
4. Fire alarm panels that are not accessible or visible by employees shall be provided with an annunciator panel near the main entrance.
5. All zones and devices shall be identifiable and labeled in the alarm panel cover.
6. Fire alarm panels shall have a primary and secondary phone line. The primary line shall be a dedicated line.
7. Keys to the alarm panel and pull stations shall be provided to the FMO for the knox box or boxes.
8. All smoke detectors, including duct detectors will be tested using a smoke function test.
9. Smoke detectors shall recall elevator to ground level discharge.
10. NO WORK may begin without prior approval of plans and required permit has been submitted for payment.
11. Pull stations will be required at marked exits unless the establishment has a continuously manned location that is occupied at all times the establishment is open to the public.

**General Requirements**

**General Requirements**

1. Temporary site address shall be displayed plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Numbers shall be a minimum of 12 inches (304.8 mm) high with a minimum stroke width of 0.5 inch (12.7 mm) facing addressed street.
2. All fire department inspection forms and permits shall be kept in a permit packet on the job site until final inspection.
3. A Knox box will be required to be located at the front door in the immediate vicinity of the Fire Alarm Control Panel either a 3200 or 4400 series Knox box. Multiple Knox boxes may be required, and the Fire Marshal will have the ultimate decision.
4. Hydrant spacing for Commercial projects is a hydrant every 300 feet and for Residential is every 500 feet. All hydrants must have 2-(2 1⁄2) and 1 (4 1⁄2) inch steamer connection. All hydrant connections must face the street. All hydrants must have a 3-foot clear unobstructed circumference. No, trees, signs, plans or other items can be placed within 3 feet of a hydrant.
5. Private fire hydrants will be painted in the color red and shall have a “storz” connection on the biggest connection point.
6. Any plans that are changed after the Fire District permit has been issued must have Fire District approval before these changes can take place.
7. If “No Parking” areas are required, these must be painted in White Letters with a Red background. Signs must read as follows, “No Parking or Standing.” Fire Lanes will be established by members of the Fire Marshal’s office.
8. Electrical rooms shall be marked as “Electrical Room” as per IFC 605.33.1
9. NFPA 704 placards may be required depending on the type of business. The Fire Marshal’s office will determine if these are required at the time of the Plan Review process.
10. A Green permit sheet will be placed in the front window for all Residential and Business occupancies. This permit must remain in the window until a Final has been completed and passed.
11. Approved Central Stations for alarm transmissions shall be UL Certified and meet applicable NFPA requirements. All FACP must be in the vicinity of the Knox box that is required to be placed on the exterior of the building. All alarms must have a pull station by each marked exit.
12. Housing development subdivisions: As per local Fire District Ordinance all residential subdivision of over 30 or more dwellings units must have 2 separate and approved apparatus access roads. One exit may be gated with a Knox box type lock. Other approved lock or access systems may be approved but must be presented to the Fire Marshal office.
13. Addresses: Address must be posted on the front of the building in a minimum of a 4-inch number. The address must also be posted at all rear doors in a 4-inch number also.
14. The above list may not include all areas that may be checked by the Fire Marshal’s office. All applicable sections of the NFPA and the International building Code Series shall apply. Local Ordinances may also apply.
15. COMMERCIAL-Mercantile occupancy that has shelving open to the public shall maintain a width of 44 inches. This includes the aisle itself and ALL END CAPS. No exceptions will be allowed.
16. Should any party feel the minimum standards of the Fire and Life Safety Code are unrealistic, alternate methods may be proposed. All alternate methods must meet or exceed the minimum requirements of the applicable code or codes.

**Vertical Construction Approval**

1. All permanent fire hydrants and fire lane access roadways shall be installed and approved prior to vertical construction of any building or structure.
2. A fire hydrant confidence test shall be conducted to verify ability to meet the Needed Fire Flow for the building or structure. See Fire Hydrant Confidence Testing for details on this test.

**Furniture, Fixture and Equipment Placement (FF&E) Approval**

1. All required fire protection systems must be installed and approved prior to any stock and/or equipment being installed within a building.

**Outdoor Burning**

1. A permit shall be filled out on the Fire District website.
2. The location for open burning shall not be less than 200 yards from any structure.
3. Temporary fencing shall be provided around pit after hours.
4. No burning is allowed in the city limits of Raymore and Lake Winnebago except for warming barrels. When warming barrels are being used, they cannot be used once the temperature has reached forty (40) degrees Fahrenheit.
5. Another option to request if letter B cannot be met is an Air Curtain Device. Please discuss this option with the Fire Marshal.

**Temporary Heating Devices**

1. Temporary heating devices shall be listed and labeled. Installation, maintenance, and use of temporary heating devices shall be in accordance with the terms of the listing.
2. Refueling operations shall be conducted only when the appliance has had time to cool down prior to refueling.
3. Clearance to combustibles from temporary heating devices shall be maintained in accordance with the labeled equipment. When in operation, temporary heating devices shall be fixed in place and protected from damage, dislodgement, or overturning in accordance with the manufacturer's instructions.
4. The use of temporary heating devices shall be supervised and maintained only by competent personnel.

**Precautions against Fire**

1. Smoking shall be prohibited except in approved areas. Signs shall be posted in conspicuous locations. In approved areas where smoking is permitted, approved noncombustible ashtrays shall be provided.
2. Combustible debris shall not be accumulated within buildings. Combustible debris, rubbish, and waste material shall be removed from buildings at the end of each shift of work. Combustible debris, rubbish, and waste material shall not be disposed of by burning on the site. 23. Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container.
3. Where required by the code official for building demolition that is hazardous in nature, qualified personnel shall be provided to serve as an on-site fire watch. The sole duty of fire-watch personnel shall be to watch for the occurrence of fire.
4. Operations involving the use of cutting and welding shall be done in accordance with IFC 2021 Chapter 35.
5. Temporary wiring for electrical power and lighting installations used in connection with the construction, alteration, or demolition of buildings, structures, equipment, or similar activities shall comply with the ICC Electrical Code.

**Flammable and Combustible Liquids**

1. Ventilation shall be provided for operations involving the application of materials containing flammable solvents.
2. Flammable and combustible liquid storage areas shall be maintained clear of combustible vegetation and waste materials. Such storage areas shall not be used for the storage of combustible materials.
3. Sources of ignition and smoking shall be prohibited in flammable and combustible liquid storage areas. Signs shall be posted.
4. Class I and II liquids shall be kept in approved safety containers.
5. Leaking vessels shall be immediately repaired or taken out of service and spills shall be cleaned up and disposed of properly, notification will be made to the Fire Marshal office if the spill is 50 gallons or greater.

**Owner’s Responsibility for Fire Protection**

1. The owner shall designate a person to be the Fire Prevention Program Superintendent who shall be responsible for the fire prevention program and ensure that it is carried out through completion of the project. The fire prevention program superintendent shall have the authority to enforce the provisions of these guidelines and other provisions as necessary to secure the intent of this chapter. Where guard service is provided, the superintendent shall be responsible for the guard service.
2. The fire prevention program superintendent shall develop and maintain an approved pre-fire plan in cooperation with the fire chief. The fire chief and the code official shall be notified of changes affecting the utilization of information contained in such pre-fire plans.
3. Training of responsible personnel in the use of fire protection equipment shall be the responsibility of the fire prevention program superintendent.
4. The fire prevention program superintendent shall determine that all fire protection equipment is maintained and serviced in accordance with this code. The quantity and type of fire protection equipment shall be approved.
5. The superintendent shall be responsible for supervising the permit system for hot work operations in accordance with the IFC.
6. Impairments to any fire protection system shall be in accordance with IFC 2021 Chapter 33. See Fire Watch Guidelines for more information.
7. Temporary covering of fire protection devices. Coverings placed on or over fire protection, devices to protect them from damage during construction processes shall be immediately removed upon the completion of the construction processes in the room or area in which the devices are installed.

**Means of Egress**

1. Where a building has been constructed to a height greater than 50 feet (15 240 mm) or four stories, or where an existing building exceeding 50 feet (15 240 mm) in height is altered, at least one temporary lighted stairway shall be provided unless one or more of the permanent stairways are erected as the construction progresses.
2. Required means of egress components shall be maintained during construction and demolition.

**Automatic Sprinkler System**

1. A class B occupancy does include an automatic sprinkler system, so please see local ordinances.
2. In buildings where an automatic sprinkler system is required by this code or the International Building Code, it shall be unlawful to occupy any portion of a building or structure until the automatic sprinkler system installation has been tested and approved.
3. Operation of sprinkler control valves shall be allowed only by properly authorized personnel and shall be accompanied by notification of duly designated parties. When the sprinkler protection is being regularly turned off and on to facilitate connection of newly completed segments, the sprinkler control valves shall be checked at the end of each work period to ascertain that protection is in service.
4. Standpipes are required on Two or more stories above or below grade plane.

**Portable Fire Extinguishers**

1. Structures under construction, alteration, or demolition shall be provided with not less than one approved portable fire extinguisher at each stairway on all floor levels where combustible materials have accumulated. An approved portable fire extinguisher shall be provided in every storage and construction shed. The code official is authorized to require additional approved portable fire extinguishers where special hazards exist, such as flammable or combustible liquid storage hazards.

\*Must have a current service tag\*

**Safeguarding Roofing Operations**

1. Roofing operations utilizing heat-producing systems or other ignition sources shall be performed by a contractor licensed and bonded for the type of roofing process to be performed. 46. Asphalt and tar kettles shall be operated in accordance with IFC 303. 47. Fire extinguishers for roofing operations. There shall be at least one multi-purpose portable fire extinguisher with a rating of 2-A:20B:C on the roof being covered or repaired.

**Fire Lanes**

All fire lanes shall be reviewed and approved by the Fire Marshal prior to installation. All fire lanes shall be installed in accordance with the below listed items.

**GENERAL GUIDELINES**

1. All new and existing buildings within the Fire District shall have adequate access for the Fire Department apparatus. The Fire Marshal and building owner/tenant shall designate fire lanes. In no case shall a fire lane be less than twenty (26) feet in width and have a vertical clearance no less than fourteen (14) feet.
2. Striping, signs, or other markings, when required by the fire code official, shall be provided for fire apparatus access roads to identify such roads, or prohibit the obstruction thereof. Striping, signs, and other markings shall be clean and legible at all times.
3. Pavement Markings – Fire apparatus access roads shall be continuously marked in a red paint in with white letters at least six (6) inches wide that read “NO PARKING FIRE LANE”.
4. Signs may be used in lieu pavement markings, as approved. Signs shall conform to the standards listed below and in accordance with the Fire District ordinance a) Signs shall read " NO PARKING OR STANDDING FIRE LANE ". Signs shall be 12" wide and 18" high. Signs shall be painted on a white background with letters and borders in red, using not less than 2" lettering. Signs shall be permanently affixed to a stationary post and the bottom of the sign shall be six feet, six inches (6'6") above finished grade. Signs shall be spaced not more than thirty feet (30') apart. Signs may be installed on permanent buildings or walls or as approved by the Fire Marshal.
5. Electrical rooms shall be marked as “Electrical Room” as per IFC 605.33.1
6. NFPA 704 placards may be required depending on the type of business. The Fire Marshal’s office will determine if these are required at the time of the Plan Review process.
7. A Green permit sheet will be placed in the front window for all Residential and Business occupancies. This permit must remain in the window until a Final has been completed and passed.
8. Approved Central Stations for alarm transmissions shall be UL Certified and meet applicable NFPA requirements. All FACP must be located in the vicinity of the Knox box that is required to be placed on the exterior of the building. All alarms must have a pull station by each marked exit.
9. Subdivisions: As per local Fire District Ordinance # 031120-1 D107.1 which states that all residential subdivision of over 30 or more dwellings units must have 2 separate and approved apparatus access roads. One exit may be gated with a Knox box type lock. See the attached Ordinance for exact reading. Other approved lock or access systems may be approved but must be presented to the Fire Marshal office.
10. Addresses: Address must be posted on the front of the building in a minimum of a 4-inch number. The address must also be posted at all rear doors in a 4-inch number also.
11. The above list may not include all areas that may be checked by the Fire Marshal’s office. All applicable sections of the NFPA and the International building Code Series shall apply. Local Ordinances may also apply.
12. COMMERCIAL-Mercantile occupancy that has shelving open to the public shall maintain a width of 44 inches. This includes the aisle itself and ALL END CAPS. No exceptions will be allowed.
13. Should any party feel the minimum standards of the Fire and Life Safety Code are unrealistic, alternate methods may be proposed. All alternate methods must meet or exceed the minimum requirements of the applicable code or codes.
14. If a special road is required for Emergency fire department access, the road will need to be located a minimum distance away from the building of 1 and 1⁄2 times the height of the building to establish a Safe collapse zone. The collapse zone we use is the height of the building and then add an additional 1⁄2 the original height.

**\*Please see appendix A for Fire District specification sheet. \***

**BUILDINGS EXCEEDING 30 FEET IN HEIGHT**

1. Fire apparatus access roads for buildings exceeding three stories or thirty (30) feet in height shall be provide with at least two means of fire apparatus access for each structure.

**REQUIREMENTS FOR LARGE AREA BUILDINGS**

1. Buildings exceeding sixty-two thousand (62,000) square feet in area shall provide two separate approved fire apparatus access roads.

**Exception:** Projects with a gross building area up to one hundred twenty-four thousand (124,000) square feet may have a single approved fire apparatus access road when all buildings are equipped with an approved automatic sprinkler system.

**AERIAL FIRE APPARATUS ACCESS ROADS**

1. \*\*This section only applies if the building is three stories or greater. \*\*
2. Buildings or portions of buildings or facilities exceeding 30 feet in height above the lowest level of fire department vehicle access shall be provided with approved fire access roads capable of accommodating fire department aerial apparatus. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway.
3. Fire apparatus access roads shall have a minimum unobstructed width of 20 feet in the immediate vicinity of any building or portion of building more than 30 feet in height.
4. All the required access routes meeting this condition shall be located within a minimum of 15 feet and a maximum of 30 feet from the building and shall be positioned parallel to one entire side of the building.

**Fire Plan Review and Permit Fees:**

1. A permit fee for commercial and or multi family of three (3) or more dwelling units shall be collected as listed under Fire District ordinance. Permitted construction fees shall be collected for all new, remodel, white box, commercial construction to include for the new install or upgrade of fire sprinkler construction, fire alarm systems, commercial hood systems, and other items listed in ordinance and multi-family of three (3) or more dwelling units. The fire Marshal reserves the right to require a Fire District permit be issued for other areas not listed under this section of the code that will require a Fire District plan review and follow up inspection.
2. Any person who commences any work, activity or operation regulated by this code before obtaining the necessary permits issued by the Fire District shall be subject to a double permit fee. All work shall cease until required Fire District permits are obtained and any required inspections are completed and passed successfully. It shall be unlawful, and a violation of this code, subject to penalties ad described herein, for any person to continue any work after having been served with a stop work order, except such work as that person is directed to perform by the fire marshal office, to remove a violation or unsafe condition. This may include removing construction items, for an inspection to be performed by the fire marshal or designee if items o be inspected have been covered up previously during the un-permitted work process or where a request for an inspection was not requested. Fees discussed above can result in fines of up to $3000.00 and the permit fee may be doubled.
3. A minimum of $125.00 plan review fee will apply for all construction projects.
4. Permit fee of four ($4) dollars per thousand dollars of construction costs up to the first million dollars, and then it will move to two ($2) dollars per thousand dollars.
5. Fireworks fee for seasonal retail sales and or fireworks display permit will be $250.00. Seasonal retail and display will both require a Fire District inspection.
6. Tank placement and or removal will consist of a Plan review fee of $100.00 and an additional fee of $100.00 for the permit per tank.
7. Fire losses that have damage of 50% or more will result in a new permit fee cost structure being applied. It shall be treated as a new structure.
8. Commercial permit fee extension of over a year from the initial issue date will be assessed a fee of $125.00.
9. Fire District inspection for commercial construction outside of normal business hours will be at a rate of $150 per hour with a minimum of 2 hours.
10. Range hood suppression system that are added to existing commercial construction or upgraded will have a cost of $200.00. This will cover the Plan review and testing of the new installed system.
11. Governmental agencies as defined under RSMO shall be exempt from any permit fee’s being applied.
12. Other fees may apply for different types of projects such as remodel projects and other projects. Check with the Fire Marshal’s office for what other applicable fees may apply if any.
13. These fees are separate from other Government agencies may charge.

**Required Inspections**

1. Please allow a minimum two (2) day advance notice on required inspections. Fines may be applied if it was found that an inspection was not conducted and building continued.
2. Rough-In prior to drywall / Fire wall Kitchen hood system / Above ceiling / Sprinkler line flushing / Sprinkler system hydro / Fire alarm system / Final Inspection…THERE ARE MULTIPLE MORE INSPECTIONS THAT CAN TAKE PLACE, THIS LIST IS JUST AN EXAMPLE OF SOME.

**Routine Inspections:** Several building functions are required to be inspected and accepted by the Fire Prevention Bureau for **each** newly constructed building. Those typical, routine items requiring inspections include (but not limited to):

* Emergency Lighting
* Exit Signage
* Adequate Exiting
* Fire Extinguisher Type and Placement
* Building Identification (address)
* Approved Use/Required Separation
* Proper/Safe Wiring and Electrical Distribution
* Adequate Clearance & Proper Storage of Combustibles

**Technical Inspections:** More detailed, technical inspections are required for certain systems and functions. Typically, these systems will be tested by the installation contractor and witnessed by the Fire Marshal Office. These include (but not limited to):

* Fire Suppression Systems
* Fire Alarm Systems
* Fire Resistance Rated Construction
* Items Requiring Construction Permits Under the Fire Code

**Important Considerations:** To ensure timely and complete inspections, with minimum disruption, please note the following considerations:

* All work must remain uncovered until accepted by the Fire Marshal Office.
* All work is subject to the requirements of the International Fire Code, NFPA, and South Metropolitan Fire Protection District standards.
* Work may not commence without prior approval.

**Approvals:**

For clarification, a Certificate of Occupancy (C of O) will be issued once it is determined that the building is complete and can be occupied safely. Occupying the space allows for stocking, training, etc. This is different from a cities or counties “Occupation (Business) License” which is required prior to opening for business. Systems acceptance is not complete until all required NFPA paperwork is submitted.

This notice does not relieve the owner, designers, and contractors or their representatives from their individual or collective responsibility to comply with applicable provisions of the codes governing the site. This information is not to be construed as a check of every item required, including items noted or not otherwise detailed, and does not prevent the Fire Official from hereafter requiring corrections of errors.

Should you have any questions please feel free to reach out to the Fire Marshal’s office at 816-331-3008 during normal business hours.

Respectfully,

![Text

Description automatically generated with low confidence]()

Brett Palmer

South Metro Fire Marshal

Office number: 816-331-3008

**Appendix A**

**South Metropolitan Fire Protection District vehicle information**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  | | |  |
| **Designation** | **Apparatus Type** | **Overall Length** | **Overall Height** | **GVWR** | **Wheelbase** | **Turning Radius** | **Steering Cramp Angle** | | **Special Considerations 1** | **Special Considerations 2** | |
| Chief Four | Command | 204 in | 74 in | 7300 lbs | 116 in | 19.5 ft |  |  | | |  |
| Ladder One | Aerial | 481 in | 139 in | 56000 lbs | 233 in | 29.3 ft | 53 | 14 ft stabilizer spread | | |  |
| Medic One | Ambulance | 314 in | 113 in | 18000 lbs | 193 in | 55 ft |  |  | | |  |
| Rescue One | Rescue | 364 in | 120 in | 35000 lbs | 228 in | 30 ft |  |  | | |  |
| Engine Eleven | Pumper | 384 in | 124 in | 42700 lbs | 196 in | 34 ft |  |  | | |  |
| Engine Two | Pumper | 432 in | 120 in | 56000 lbs | 227 in | 34 ft |  |  | | |  |
| Medic Two | Ambulance | 314 in | 113 in | 18000 lbs | 193 in | 55 ft |  |  | | |  |
| Brush Two | Off-road | 270 in | 98 in | 13000 lbs | 141 in |  |  |  | | |  |
| Boat Two | Watercraft | 250 in | Trailer 276 in | N/A | 175/80/13 | N/A |  | 2 in ball hitch | | | 60 HP Mercury motor |
| Engine Three | Pumper | 432 in | 120 in | 56000 lbs | 227 in | 34 ft |  |  | | |  |
| Medic Three | Ambulance | 314 in | 113 in | 18000 lbs | 193 in | 55 ft |  |  | | |  |
| Tanker Three | Mobile Water supply | 364 in | 130 in | 47000 lbs | 240 in | 33.9 ft |  |  | | |  |
| Brush Three | Off-road | 270 in | 98 in | 13000 lbs | 141 in |  |  |  | | |  |
| Future Ladder | Aerial | 488 in | 139 in |  | 226.5 in | 29.3 ft | 53 | 14 ft stabilizer spread | | |  |