



**Directions for completion of small project plans**

This guideline is prepared to assist individuals in providing complete information for small project plan reviews by utilizing the sample template. The template is provided in Microsoft Excel format. Other formats are acceptable for submittals, as long as they can be read. It may be desirable for a facility to establish a template for their respective facilities, and be able to submit plans in hard copy, fax, or email in pdf format.

**SHEET 1 - TITLE SHEET**

**Title Block:**

The title block should contain the facility name, building name, and the facilities building designation. If the SFM file number is available, we request it be placed in the title block, if not available, SFM field Deputies will complete the information.

**Scope of Work:**

All projects must provide a brief narrative of what the scope of work and intent of the work is for each specific project. For small additions and remodels, the extent of work within a given building should be noted.

**Building Code Data/Analysis:**

All projects shall provide a complete Data/Analysis of the specific building. This information should be on file with the facility. SFM field Deputies may also have additional information. If the information is not available, the SFM field Deputy must conduct an inspection and make a determination for the particular building.

**Sheet Index:**

A complete index of sheets shall be provided. The sheets need not be only those on the template. The plans may be submitted with additional sheets or plans of larger size, but a complete index must be provided.

**Applicable Codes:**

Provide a complete list of the applicable codes in effect for the project.

**Deferred Approvals:**

Fire Alarm System work and Sprinkler System work may be deferred for all small projects, since it normally requires licensed contractors to conduct the work. Whether shop drawings for fire alarm and sprinkler system work is required, prior to installation, should be determined by the field Deputy after the Deputy is able to analyze the extent of fire alarm and/or sprinkler work required.

Plans need not be signed by an architect or engineer so long as the project is being submitted by the owner or owner's representative and the work is conducted by the owner or the owner's representatives, as is usually the case for State Owned Buildings.

## **SHEET 2 – OVERALL SITE PLAN**

This sheet should provide a complete site plan of the facility indicating the following information:

- A plan of the entire site with all buildings at an appropriate scale.
- Indicate the area of work if for remodels or alterations/additions.
- Note buildings names and/or designations for any adjacent buildings.
- Show any and all property lines, assumed property lines, dedicated side yards.
- Show all access roads, fire department connections, fences, gates, and safe dispersal areas.
- Show the location of any existing and /or new fire hydrants.

This overall site plan can be another file that is imported into the excel spread sheet or pasted onto the printed sheet.

## **SHEET 3 – OVERALL FLOOR PLAN**

- Provide a complete plan of the entire floor or building where the work is to be conducted.
- Provide room names and/or uses if appropriate.
- Indicate door swings of all doors (if available).
- Indicate with a dashed line box the area of work on enlarged floor plan.

Existing plans may be imported or provided on larger sheets.

## **SHEET 4 – ENLARGED FLOOR PLAN**

- Enlarge floor plan area of work in 1/8" or 1/4" scale.
- Label all rooms as to their use within space on the plan, show all door swings and all partition walls.
- Separately identify all corridor walls, occupancy separations, area separations and smoke barriers (if any).
- Show section through rated corridor indicating how one-hour protection is maintained.
- Provide appropriate references to rated construction and/or conditions. Where rated conditions are allowed to be exempted, provide note with appropriate code section.
- Show location of all fire extinguishers by type and size
- For new construction, provide a room capacity sign if occupant load is over 50, place at or near the main exit door from the room. (Title 19, Section 3.30)

If not all of this information seems appropriate for the type of project being submitted, consult the SFM field Deputy to seek guidance on how much of this information should be on your specific plans.