



OFFICE OF THE FIRE MARSHAL  
PLAN REVIEW REQUIREMENTS

Below is a listing of key requirements relative to submitting a plan for review leading to approval by the Fire Marshal via the ICC 200 International Fire Code. A separate plan-review document highlighting the below listed fire-code criteria needs to be submitted.

- Architectural / Engineering stamp applied, signed and dated
- ICC Classification "Use Group"
- ICC Construction Type
- Name and Contact numbers (office & cell) for project lead
- Emergency Lighting (hard wired / battery back-up)
- Emergency Exit Signage
- Fire Extinguishers (location, size & rating)
- Exit Egress (size & hardware)
- Exit Signage
- Special Interior Finishes (fire rating)
- Occupancy Load (Tennant Fit-Out – calculation)
- Aisle Egress
- Fire Lanes (size and markings)
- Highlighting any hazardous materials and locations (storage details)
- Documents Calling-Out Fire Alarm System
- Documents Calling-Out Specialized Suppression Systems (Ansel. Sprinklers...)
- Fire Marshal is to be notified via email at [jckfm272@aol.com](mailto:jckfm272@aol.com) the date/day plans are submitted

Average turn-around time for initial review "Stamped drawings" is 10 business days once all requested criteria has been satisfied. The Fire Marshal can be reached via his cell during normal business hours at 215-715-5278 to answer any questions.

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