

## Providence Fire Prevention

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## Plan Intake Office

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# Providence Fire Department

## Customer Guide to Plan Review

This brief guide is designed to assist our customers in the plan review process as it relates to the fire code. Plan review fees are set by the Rhode Island Fire Code Title 23-28.2-26. The Providence Fire Department (PFD) Plan Review Division is located at 444 Westminister St. The plan intake office is on the first floor.

**Joint Fire and Building Plan Review** meetings are held on Tuesdays by appointment. Plan Reviewers from both the Fire Department and the Building Officials office are present to discuss your project and answer and questions. To schedule, call 401-680-5372 or email [planreview@providenceri.com](mailto:planreview@providenceri.com).

### PLAN SUBMITTAL

All plans are submitted at the plan intake desk at The Doorley Building, 444 Westminister Street on the 1<sup>st</sup> floor.

The following are required for plan submittal. Please complete the application legibly and in full. Incomplete applications will lengthen the approval process. Avoid delays by following these steps.

1. Complete application.
2. Business check or money order to "Providence City Collector" for all projects except residential smoke + carbon detectors. Those are addressed to "Providence Fire Department".
3. Four (4) sets of plans to be submitted if fire prevention work and fire alarm work are conducted; two (2) set each for Division. Plans to include: mechanical, electrical, plumbing, fire protection, and architectural drawings. When commercial cooking is involved plans shall include the cook-line, and indicate full compliance with NFPA 96 (hood, duct, make-up air, exhaust and fire suppression).
4. Applicable documents depending on work: manufacturer's cut-sheets on all equipment and appurtenances, hydraulic calculations, hydrant water flow tests conducted within one (1) year (NFPA 13: 22.2.1.1), battery calculations, narrative, one-line diagram, project specifications manuals on major gut-renovation or new construction projects. Identify the fire alarm contractor.

## PLAN REVIEW

Depending on the project size and complexity, the quality of submitted documents, and the turnaround time for responses to plan deficiencies one of three documents will be written and forwarded to the applicant:

- Plan review letter of Approval which allows applicant to obtain a building permit to start and continue a project to completion.
- Plan review letter of Conditional Approval allows the project to move forward with the knowledge this is at “own risk” and conditions which remain non-compliant still require attention (which could include submitting new plans, sketches, or addendums or the intent to seek a variance at the Fire Safety Code board of Appeal and Review or Rehab Board).
- Plan review check-list which is a Cursory Disapproval indicating the plans were too deficient to allow anything other than correcting the deficiencies and resubmitting. When a cursory disapproval is issued all plans and documents submitted shall be returned and a plan review number shall not be assigned.

## SITE INSPECTION

The PFD Plan Reviewer will inspect the project on a regular basis to ensure compliance. Deviation from the approved plans will delay the project. A request for plan variation must be communicated to the plan reviewer. *Do not proceed with plan variation without consulting with your plan reviewer.* The Inspector cannot sign required Certificates until compliance is met.

## COMPLETION

The project is complete once all inspections and testing per applicable *Codes & Standards* are complete and satisfactory, and the Certificate of Occupancy has received PFD endorsement.

View the Rhode Island Fire Safety Code at <http://www.fsc.ri.gov/>