

## Fire Department Plan Review Instructions/Checklist

In order to provide a high level of service with the most efficient turnaround time, a separate Fire Protection System (FPS) plan will be required for all submitted building plans that are to be reviewed by the Fire Department.

Please review the check sheet below and ensure any items listed that will be part of the final building are shown on the submitted plans.

The Fire Protection Systems plan sheet should be a separate scaled sheet submitted as part of the overall plan packet. Only FPS related items should be on the FPS drawing sheet.

You may submit an additional copy of [firemars@ci.dearborn.mi.us](mailto:firemars@ci.dearborn.mi.us)

Any questions please email the address above or call FM Laura Ridenour at 313-943-2839

Please include any applicable items listed below:

**Site plans - to include the following items (as applicable):**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Drawings to scale: 1"= 20' (<1acre) to 1"= 50' (> 3 acres) & north arrow                               |
| <input type="checkbox"/> | All existing and proposed site features listed <b>below</b> (on the site & within 60 feet)             |
| <input type="checkbox"/> | Property lines/boundaries  |
| <input type="checkbox"/> | Buildings and all other structures, parking layout (including trash receptacles & method of screening) |
| <input type="checkbox"/> | Fences, gates, access plan for gates   |
| <input type="checkbox"/> | Pavement (roads, walks, parking, loading, driveways, curb cuts, etc.)                                  |
| <input type="checkbox"/> | Location of:<br>Hydrants in area, FDC, Knox Box, Fire Lane   |
| <input type="checkbox"/> | Schematic landscape plan   |

**Floor plans - to include the following items (as applicable):**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Occupancy Classification: (MBC Ch.3)                 |
| <input type="checkbox"/> | Construction Type: (MBC Ch. 6)                       |
| <input type="checkbox"/> | Riser Room, Fire Pump location                       |
| <input type="checkbox"/> | Fire Alarm Panel, Remote Annunciator Panel locations |
| <input type="checkbox"/> | Fire Command Center                                  |
| <input type="checkbox"/> | EPO switches   |

**The FPS plan will be approved/disapproved as submitted, any changes to any fire protection features will require a resubmittal of the FPS plan page for review. FPS components listed above will not be reviewed on any other plan sheet.**

## Dearborn Fire Marshal Office

Laura Ridenour, FM  
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313-943-2839