GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

Bureau of Fire Services

☐ Verify that the building to be reviewed fall under BFS jurisdiction.

- ✓ SCH - Schools
- ✓ C/U - College / University
- ✓ DORM - Dormitory
- ✓ HOS - Hospital
- ✓ FSOF - Freestanding Outpatient Facility
- ✓ NH - Nursing Home
- ✓ HFA - Home for the Aged
- ✓ AFC - Adult Foster Care
- ✓ PSY - Psychiatric Units
- ✓ HSP - Hospice Residences
- ✓ CCI - Child Care Institutions
- ✓ PEN - Penal
- ✓ SOL - State Owned and Leased (with exceptions)
- ✓ AFC CMP - Adult Foster Care Camp
- ✓ CMP - Children's Residential Camp
- ✓ CCC – Childcare Centers
- ✓ FW - Fireworks

☐ Complete the BFS plan review application.

- ✓ Submit everything electronically using the **Accela Citizen Portal** located on the BFS's website at www.michigan.gov/bfs
- ✓ Ensure complete contact information is provided
- ✓ Include *ACT144* Certification Number where applicable
- ✓ If you are submitting shop drawings that will be linked to an architectural submittal, please be sure to include the project number assigned to the architectural drawings. This will help the BFS Plan Review staff link the shop drawings to the correct Architectural project. Contact the architect/engineer for the BFS Project Number.
- ✓ Pay fees that are calculated, some facility types require no fee.

☐ Check plans for completeness. (Very important step)

- ✓ Plans shall be sufficiently detailed and drawn with symbols of a standard form at a minimum of 1/8 inch equals 1 foot scale so that compliance with applicable fire safety rules can be determined.
- ✓ **Architect Sign & Seal** (Required for New Construction or Change of Use Group)
- ✓ **Wall and Ceiling Materials and Finishes** (Documentation of *NFPA 286 compliance*)
- ✓ **Life Safety Floor Plan** showing: construction type, room names, doors, door swings, exits, means of egress, fire rated barriers, travel distance to exit, common path of travel
- ✓ **Electrical Floor Plan** showing: exit signs and emergency lighting along with photometric plan for paths of egress with Min/Max ratio information with areas/room calculations (refer to *NFPA 101, 2018 Section 7.9)*
- ✓ **Mechanical Floor Plan** showing: location of heating equipment, fire dampers, smoke dampers and generators
- ✓ **Furniture / Fixture Floor Plan** showing: the layout of tables/fixtures located in each room. Determine common path of travel based on actual route to egress door. Provide dimensions showing compliance with minimum aisle widths.
- ✓ **Site Plan** showing: location of building or buildings, fences/barriers, gates
- ✓ If your building includes a **sprinkler system** or **fire alarm system**, make sure you submit those shop drawings separately from Architectural submittals.

☐ Reference Material (not limited to the following)

- ✓ *NFPA 13, NFPA 72, NFPA 101 (Make sure to verify the correct edition)*

☐ ACCELA

- ✓ Each plan (or plan set) must be saved in **PDF format**. Please flatten the drawing layers in your CAD program before creating the PDF. For plan review projects where the page count is up to 75 pages, creating a single PDF document is acceptable and the file name should be unique and descriptive of the project itself. For larger projects that exceed 75 pages we recommend grouping and submitting plans in smaller sets. Please do not include any symbols, spaces, or unnecessary punctuation in the document file name.
- ✓ Pages must all be in landscape format and viewable without rotation. Failure to submit correctly oriented plans may result in a 'hold' being placed on the submittal which will delay review. Plans must be saved and submitted at 100% scale, in black and white only, and cannot be password protected or locked. Scanned drawings in PDF format can be submitted but are required to be legible and must follow all submittal requirements. Each sheet containing scaled drawings must include a scale of known dimension.
- ✓ ACCELA FAQ https://www.michigan.gov/lara/0,4601,7-154--371534--,00.html

☐ Receive the plan review report from the BFS Plan Review Division.

- ✓ All plan review reports are sent via email to the contact of record.

☐ Distribute the plan review report.

- ✓ It is the responsibility of the architect or engineer of record to forward the plan review report to all other parties involved with the project.
- ✓ Sharing the plan review report with all parties involved in the project will help to ensure that the correct project number is used to link project submittals together

☐ Review the plan review report to ensure each item will be in compliance.

☐ Provide a written response letter to the BFS Plan Review Division for any items that require clarification.

- ✓ Please note: Review times may vary however, it typically takes 4 to 8 weeks for a review to be processed once it has been logged into the system. Once the plan reviewer has approved the project it will be forwarded to the appropriate field inspector to schedule the inspection.

☐ Final Inspection

- ✓ A final inspection is required for all projects before the inspector can grant a final approval on a project after construction is complete.
- ✓ All fees must be paid prior to scheduling the final inspection, including the 12-A documentation fee. Note: Any time a system has been installed by a certified firm, the 12-A documentation and associated fee must be paid even if the facility was exempt from submitting a review/inspection fee. This includes fire alarm, sprinkler, hood suppression, clean agent and door locking submittals.
- ✓ Please be advised that you may be assessed a fee should a Fire Marshal Inspector respond to a false final inspection appointment. Refer to Fire Marshal Bulletin #17 for more information.
- ✓ Online payments may be made using a valid Visa, MasterCard, Discover or debit card at https://www.thepayplace.com/mi/deleg/planreview to help expedite the scheduling of your final inspection. Click here for more information regarding online payments.
- ✓ Check payment can also be made if online payment is not an option for you. Please make all checks payable to the State of Michigan.
- ✓ Submit your inspection request via e-mail to BFSInspectionRequest@michigan.gov or by fax at 517-335-4054.
- ✓ Note: By sending your request to the email address or the fax number noted above, the Plan Review staff can determine that the inspector has received all pieces of the project for final inspection.
- ✓ During the peak time for school openings, please allow up to 4 weeks for inspection requests.
- ✓ The inspection report will be sent from the appropriate regional office following the inspection.