

The information below, if applicable, needs to be included on your plan review drawing(s). Please reference the [Technical Assistance and Consultation Manual](#) or the fire safety portion of the licensing rules for specific requirements and explanations of those requirements. The purpose of the plan review is to ensure that all applicable fire safety requirements of the rules are addressed before an in-person inspection.

Plans must be drawn to scale (such as 1/8"=1') or all dimensions must be on the drawings. A digital floor plan creator is an option and can be found at floorplancreator.net. You can also contact your local school district to see if they have a CAD class where students can complete drawings for you.

Floor Plans

- Each floor of the facility with all walls (including partial-height walls), doors, windows and other construction features
 - Identify each floor separately (basement, first, etc.)
 - Identify the specific rooms to be licensed if only a portion of the floor is used for child care
 - Elevation view showing relation of floor to outside ground level
- Walls – both exterior and interior
 - Basic construction (i.e. wood-framed with 1/2" gypsum board)
 - Rated wall construction for hazardous rooms (storage, mechanical, commercial kitchen, or commercial laundry)
- Doors
 - Door swing direction
 - Material of doors (wood, metal)
 - Thickness and construction (hollow-core, solid-core)
 - Ratings of fire doors
 - Width of doors
- Major Appliances – Dryer, Furnace, Water Heater, Cooking
 - Gas or Electric
 - Commercial or residential grade
 - Kitchen hood suppression provided?
- Stairs
 - Direction of travel (up or down)

- Where stairs end (outside, another floor, etc.)
- Fire related items
 - Smoke detectors
 - Fire alarm devices (pull stations, horn/strobes)
 - Fire alarm panel
 - CO detectors
 - Fire extinguishers
 - Exit signs
 - Emergency lighting fixtures
- Room use (all rooms)
 - Age group if child-occupied
 - Number of occupants

Additional Plans Required for Review

These plans are required to be separately submitted from the floor plans above. Please ensure that you provide your plan review number assigned to the floor plan submission (i.e. PR2024BFS-00XXXX) to your contractors submitting.

- Fire alarm plans
- Sprinkler plans and calculations
- Hood suppression plans