

UNIVERSITY FIRE DEPARTMENT

CLASSIFICATION: DIRECTIVE	NUMBER: 19-01		
TITLE: Fire and Life Safety Plan Review and Approval of Construction			
ISSUED: 07/01/2019	REVISED:	EFFECTIVE: 07/01/2019	EXPIRATION: N/A

I. INTRODUCTION

1.1 The University Fire Department Fire Marshal is the Authority Having Jurisdiction for the University of Alaska Fairbanks campus, including remote sites used for research, teaching, and outreach as delineated in the most current *Agreement for Deferral and Exemption* with the State of Alaska Division of Fire and Life Safety (State Fire Marshal).

II. SCOPE

2.1 This directive will provide guidance to those entities engaging with the University Fire Department Fire Marshal Office for plan review to meet requirements of State laws and regulations for new construction, alteration, repair, or changing the occupancy of a building, substantial land structure, or other structure regulated by the State Division of Fire and Life Safety.

III. PURPOSE

3.1 Before beginning the construction, alteration, repair, or changing the occupancy of a building, a substantial land structure, or structure otherwise regulated by the State Division of Fire and Life Safety, Title 13 of the Alaska Administrative Code (AAC) section 50.027 requires that,

“Plans and specifications regarding that building’s or structure’s location on the property, area, height, number of stories, occupancy, type of construction, fire-resistive construction, interior finish, exit facilities, electrical systems, mechanical systems, flammable or combustible liquid and gas storage tanks and their appurtenances, automatic fire-extinguishing systems, and fire alarm systems must be submitted by the owner or the owner’s representative to the State Division of Fire and Life Safety for examination and approval. This review does not address structural considerations or mechanical or electrical review beyond that necessary to confirm compliance with fire or life safety requirements. A copy of the approval must be posted as required in 13 AAC 55.100.”

3.2 The University Fire Marshal enforces these regulations pursuant to deferred authority given by 13 AAC 50.075, which states in part,

“(b) The state fire marshal will, in the marshal’s discretion exempt an agency of state government from compliance with the requirements of 13 AAC 50.027 if the agency

(1) has the expertise and has entered into a written agreement to review and approve plans and specifications and to enforce state fire statutes and regulations; [...]”

Copies of the current deferral agreement between the University of Alaska Fairbanks and the State of Alaska Division of Fire and Life Safety may be obtained from the University Fire Department upon request.

AUTHORITY: A.S. 18.70.01, 13 AAC 50.075, UAF Policy 12.00.00	APPLICABILITY: All Applications for FLS Plan Review from University Fire Department	Supersedes: All other directives, policies, memorandums this subject
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IV. ADMINISTRATION

4.1 Application Required. To obtain approval for construction, alteration, repair, or changing the occupancy of a building, a substantial land structure, or structure otherwise regulated by the State Division of Fire and Life Safety, the applicant shall first file an application in writing on a form furnished by the University Fire Marshal for that purpose. Every such application shall:

- 4.1.1 Identify and describe the work to be covered by the permit for which application is made.
- 4.1.2 Describe the land on which the proposed work is to be done by legal description, street address, GPS decimal coordinates, or similar description that will readily identify and definitely locate the proposed building or work.
- 4.1.3 Indicate the use or occupancy for which the proposed work is intended.
- 4.1.4 Be accompanied by plans, diagrams, computations and specifications, and other data as required by section of this directive.
- 4.1.5 State the valuation of any new building or structure or any addition, remodeling or alteration to an existing building.
- 4.1.6 Be signed by the applicant, or the applicant's authorized agent.
- 4.1.7 Give such other data and information as may be required by the Fire Marshal.

4.2 Commercial Building Plan Review Required. The University Fire Department determines that the following does **not** require a plan review at this time; any project falling outside of the scope of work identified below requires plan review:

- 4.2.1 Anything with detached one-, two-, and three-family dwellings except for review of such buildings on UAF campuses for:
 - 4.2.1.1 Required emergency escape and rescue openings for basements and sleeping rooms in accordance with *Section 1029* of the *International Building Code* (egress windows, etc.);
 - 4.2.1.2 Smoke and Carbon Monoxide Detection (CO) installation in accordance with the appropriate sections of *Chapter 9* of the *International Fire Code*;
 - 4.2.1.3 Any type fire suppression system installed.
- 4.2.2 One story detached structures used as garages, tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet.
- 4.2.3 Fences.
- 4.2.4 Oil derricks.
- 4.2.5 Movable cases, counters and partitions not over 5 feet 9 inches high.
- 4.2.6 Retaining walls which are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding flammable liquids.
- 4.2.7 Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
- 4.2.8 Platforms, walks and driveways not more than 30 inches above grade and not over any basement or story below.
- 4.2.9 Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work.

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- 4.2.10 Temporary motion picture, television and theater stage sets and scenery.
- 4.2.11 Storage racks not over six feet in height.
- 4.2.12 Uncovered decks which are constructed under 30 inches above grade at any point.
- 4.2.13 Replacement of exterior siding, doors and windows; excluding required egress windows.
- 4.2.14 Artwork six feet tall or less, where the center of gravity of the structure falls below the mid-height of the structure and not primarily stored, displayed, or exhibited in a component of a means of egress.
- 4.2.15 Ordinary maintenance of a building or structure shall not include the cutting away or addition of any wall, partition or portion thereof, the removal of any structural beam or bearing support, or the removal of any required means of egress, or rearrangement of parts of a structure; nor shall ordinary maintenance include additions of, replacement, or relocation of any standpipe, water supply, sewer, drainage drain leader, gas, waste vent or similar piping, electrical work wiring, mechanical or other work affecting public health or safety. All ordinary maintenance shall be made in accordance with the building code or other technical codes as adopted by the State of Alaska Division of Fire and Life Safety or as provided from other directives issued by the UAF Fire Marshal.

4.3 Plan Review Required for Fire Sprinkler Systems. A plan review shall be required for any of the following conditions:

- 4.3.1 A plan review can be required by the Fire Marshal any time a sprinkler system is changed or modified if the Fire Marshal determines a special circumstance exists which brings the system changes or modification into question for compliance with the controlling standard.
- 4.3.2 All new sprinkler systems whether the system is required or not.
- 4.3.3 If five or more sprinkler heads are added.
- 4.3.4 If five or more heads are relocated from one branch line to another branch line.
- 4.3.5 When 15 or more of the heads on the system are relocated for any reason.
- 4.3.6 If there is an addition or relocation of ANY heads in the original remote hydraulic design area or the remote hydraulic design area changes.
- 4.3.7 High pile/rack storage sprinkler system modifications.
- 4.3.8 Any changes to an ESFR sprinkler system.
- 4.3.9 Pipe schedule systems must be plan reviewed if the changes will affect pipe size anywhere other than on a branch line.

4.4 Plan Review Required for Fire Alarm Systems. A plan review shall be required for any of the following conditions:

- 4.4.1 A plan review can be required by the Fire Marshal any time a fire alarm system is changed or modified if the Fire Marshal determines a special circumstance exists which brings the system changes or modification into question for compliance with the controlling standard.
- 4.4.2 All new fire alarm systems whether the system is required or not.
- 4.4.3 When the fire alarm control panel is replaced.
- 4.4.4 If there is an addition of three or more devices on any loop/circuit.
- 4.4.5 If five or more devices are added or relocated on the system.

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4.5 Plan Review Required for All Other Fire Suppression (Special Hazard) Systems. A plan review shall be required for any of the following conditions:

- 4.5.1 A plan review can be required by the Fire Marshal any time a special hazard system is changed or modified if the Fire Marshal determines a special circumstance exists which brings the system changes or modification into question for compliance with the controlling standard.
- 4.5.2 All new special hazard systems whether the system is required or not.
- 4.5.3 If there is any addition to the system.
- 4.5.4 If the system is relocated.

4.6 Changes to Fire Systems Where Plan Review Not Required. The following actions will be required by the company/individual making the changes:

- 4.6.1 Design must be performed by a person holding a Level C State of Alaska Fire Systems Permit.
 - 4.6.1.1 EXCEPTION: Sprinkler addition can be documented by a Level B State of Alaska Fire Systems Permit holder if the repairs are done per the pipe schedule parameters set in NFPA 13. Additions must be indicated in 4.6.3 that it was done per pipe schedule and does not exceed the limitations of a pipe schedule system.
- 4.6.2 A person holding a Level B or C State of Alaska Fire Systems permit must make the changes.
- 4.6.3 The person who designed the changes must provide a letter to the Fire Marshal's Office no later than 30 days after the changes are made explaining the following:
 - 4.6.3.1 What was changed;
 - 4.6.3.2 A statement verifying that the changes are in compliance with the appropriate standard/code;
 - 4.6.3.3 The permit number of the person who actually made the changes; and the permit number and signature of the person who performed the design.

V. APPLICATION FOR REVIEW AND SUBMITTAL REQUIREMENTS

5.1 Application Required. To obtain approval for construction, alteration, repair, or changing the occupancy of a building, a substantial land structure, or structure otherwise regulated by the State Division of Fire and Life Safety, the applicant shall first file an application in writing on a form furnished by the University Fire Marshal for that purpose. Every such application shall:

- 5.1.1 Identify and describe the work to be covered by the permit for which application is made.
- 5.1.2 Describe the land on which the proposed work is to be done by legal description, street address, GPS decimal coordinates, or similar description that will readily identify and definitely locate the proposed building or work.
- 5.1.3 Indicate the use or occupancy for which the proposed work is intended.
- 5.1.4 Be accompanied by plans, diagrams, computations and specifications, and other data as required by section 5.2 of this directive.

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- 5.1.5 State the valuation of any new building or structure or any addition, remodeling or alteration to an existing building.
- 5.1.6 Be signed by the applicant, or the applicant's authorized agent.
- 5.1.7 Give such other data and information as may be required by the Fire Marshal.

5.2 Submittal Documents. Plans, specifications, engineering calculations, diagrams, special inspection and structural observation programs and other data shall constitute the submittal documents and shall be submitted in one or more sets with each application for a permit. When such plans are not prepared by an architect or engineer, the Fire Marshal may require the applicant submitting such plans or other data to demonstrate that state law does not require that the plans be prepared by a licensed architect or engineer. The Fire Marshal may require plans, computations and specifications to be prepared and designed by an engineer or architect licensed by the state to practice as such even if not required by state law.

- 5.2.1 EXCEPTION: The Fire Marshal may waive the submission of plans, calculations, construction inspection requirements and other data if it is found that the nature of the work applied for is such that reviewing of plans is not necessary to obtain compliance with the adopted codes.

5.3 Required Information on Plans and Specifications.

- 5.3.1 Plans and specifications shall be drawn to scale and fully dimensioned in a digital format approved by the Fire Marshal, unless pre-arranged to be provided on substantial paper. The plans and specifications shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of all relevant laws, ordinances, rules and regulations.
- 5.3.2 Plans for buildings of other than Group R-3 and Group U Occupancies shall indicate how required structural and fire-resistive integrity will be maintained where penetrations will be made for electrical, mechanical, plumbing and communication conduits, pipes and similar systems. Fire stop construction details shall be submitted for review and approval before work commences.
- 5.3.3 The construction documents shall show in sufficient detail the location, construction, size and character of all portions of the means of egress in compliance with the provisions of this code and the technical codes. In other than Group R-3 Occupancies, the construction documents shall designate the number of occupants to be accommodated on every floor and in all rooms and spaces.
- 5.3.4 The construction documents shall provide design analysis including but not limited to: occupancy classifications, identification of accessory and incidental uses, construction type, actual floor area, allowable area calculations, occupant load, accessibility elements, fire resistive construction, and landscaping adjacent to site access or fire protection systems (FDCs, PIVs, hydrants, etc).

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5.3.5 The construction documents submitted with the application for permit shall be accompanied by a site plan drawn to scale and fully dimensioned, the size and location of new construction and existing structures on the site, distances to lot lines or building envelopes, the established street grades and the proposed finished grades; and shall be drawn in accordance with an accuracy boundary line survey. The Fire Marshal is authorized to waive or modify the requirements for a site plan when the application for permit is limited to alteration or repair when otherwise warranted.

5.3.6 The project shall bear the responsibility of ensuring it complies with all other laws, regulations, ordinances, or other governing rules related to zoning and permitting of other applicable authorities having jurisdiction. Where so legally governed, the application for plan review shall bear the legal description for the property as registered with the borough, city, and/or appropriate state agency in the form of a property account number (PAN), property physical description, or other such description as entered into the Alaska Department of Natural Resource's Recorder's Office, or other such description recognized by the additional authority having jurisdiction.

5.4 Deferred Submittals. For the purposes of this section, deferred submittals are defined as those portions of the design which are not submitted at the time of the application and which are to be submitted to the Fire Marshal within a specified period. Deferral of any submittal items shall have prior approval of the Fire Marshal. The architect or engineer of record shall list the deferred submittals on the plans and shall submit the deferred submittal documents for review by the Fire Marshal. Submittal documents for deferred submittal items shall be submitted to the architect or engineer of record who shall review them and forward them to the Fire Marshal with a notation indicating that the deferred submittal documents have been reviewed and that they have been found to be in general conformance with the design of the building. The deferred submittal items shall not be installed until their design and submittal documents have been approved by the Fire Marshal.

VI. PERMITS

6.1 Phased Plan Approval. The Fire Marshal is authorized to issue a partial permit for the construction of foundations or any other part of a building or structure before complete construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements and documentation has been filed complying with the pertinent requirements of the technical codes for the specific phase of work requested by the applicant. The holder of such partial permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk and without assurance that the balance of the permit for the entire structure will be granted. In no case may the holder of the partial permit proceed beyond the specific scope of work identified on the application and permit.

6.2 Examination of Documents. The Fire Marshal shall examine or cause to be examined the submitted construction documents and shall ascertain by such examinations whether the

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construction indicated and described is in accordance with the requirements of this code and the technical codes and other pertinent laws or ordinances.

6.3 Approval of Construction Documents. When the Fire Marshal issues a permit, the construction documents shall be approved by separate letter, plan review, or the plans shall be stamped as, "Approved and Reviewed for Code Compliance". One set of construction documents so reviewed shall be retained by the Fire Marshal. The other set shall be kept at the site of work and shall be open to inspection by the Fire Marshal or a duly authorized representative. Work shall be installed in accordance with the approved construction documents. Changes to the approved set of construction documents that affect code compliance are prohibited unless amended documents are submitted by the appropriate design professional for review and approval before such modification is constructed in the field.

6.4 Validity of Permit. The issuance of a permit or approval of plans, specifications and computations shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or the technical codes, or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of codes and standards adopted by law or regulation of this jurisdiction shall not be valid. The issuance of a permit based on plans, specification and other data shall not prevent the Fire Marshal from thereafter requiring the correction of errors in said plans, specifications and other data, or from preventing building operations being carried on there under when in violation of these codes or of any other ordinances of this jurisdiction.

6.5 Expiration. Every permit issued by the Fire Marshal for Commercial Fire and Life Safety Plan Review under the provisions of the technical codes, shall expire by limitation and become null and void, if the building or work authorized by such permit is not commenced within 365 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new permit shall be first obtained to do so, following the same procedures for application as the first permit.

6.6 Request for Extension of Time. A permittee holding an unexpired permit may apply for an extension of time within which work may commence under that permit when the permittee is unable to commence work within the time required by this section for good and satisfactory reasons. The Fire Marshal may extend the time for action by the permittee for a period not exceeding 180 days upon written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. Permits shall not be extended more than once.

6.7 Suspension or Revocation. The Fire Marshal may, in writing, suspend or revoke a permit issued under the provisions of this code and the technical codes when the permit is issued in error or on the basis of incorrect information supplied, or in violation of an ordinance or regulation or the provisions of these codes.

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6.8 Issuance of Fire Permits. A fire permit for the installation of fire detection and suppression systems and related equipment regulated under the International Fire Code shall only be issued to a person and, or, a company that possesses a current permit issued by the State Division of Fire and Life Safety.

VII. INSPECTIONS

7.1 General. Construction or work for which a permit is required shall be subject to inspection by the Fire Marshal and the construction or work shall remain accessible and exposed for inspection purposes until approved by the Fire Marshal. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of adopted codes and standards, law, regulation, or other ordinances of a jurisdiction which the project is located. Inspections resuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the person or contractor performing the work to cause the work to remain accessible and exposed for inspection purposes. Neither the Fire Marshal, nor this jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

7.2 Inspection Requests. It shall be the duty of the person or contractor doing the work authorized by a permit to notify the Fire Marshal that such work is ready for inspection. Twenty-four hour notice is required for all inspections as set forth in this directive. Access and means to inspect the work shall be provided by the contractor or person performing the work. Forty-eight hour notice is required for all inspections requested on Saturday, Sunday and Holidays.

- 7.2.1** The project manager, or on-site fire systems contractor superintendent or their permitted technician, shall be responsible for requesting the inspection.
- 7.2.2** For inspections on sites more than 60 minutes road travel time from the University Fire Department Station 11, inspections shall be requested and travel arranged as soon as possible.

7.3 Approval Required.

- 7.3.1** Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the Fire Marshal. The Fire Marshal, upon notification, shall make the requested inspection and shall either indicate that that portion of the construction is satisfactory as completed or shall notify the permit holder or an agent of the permit holder wherein the same fails to comply with the adopted codes and standards or applicable policy and directives. Any portions which do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the Fire Marshal.
- 7.3.2** There shall be a final inspection and approval of all buildings and structures when completed and ready for occupancy and use. The Fire Marshal shall have the

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authority to accept reports of inspections by approved agencies or individuals provided such agencies and individuals have been pre-approved to provide such service. Reports of such inspections shall be in writing and be certified by a responsible office of such agency or by the responsible individual. The Fire Marshal is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise.

7.3.3 Corrections or deficiencies noted at the time of the inspection will be documented in a Fire Inspection Report. The Plan Review Applicant, will be held responsible for all items noted during the inspection. The project manager, architect, construction superintendent, general contractor, or fire systems contractor superintendent or their permitted technician is recommended to be present during the inspection(s).

7.4 Required Inspections.

- 7.4.1** Protection of joints and penetrations in fire-resistive assemblies.
- 7.4.2** Fire stop systems when required by code and approved construction documents a fire stop inspection.
- 7.4.3** Fire blocking (at or before approximately 60% completion)
- 7.4.4** Draft stopping (at or before approximately 60% completion)
- 7.4.5** Fire wall/barrier/partition construction (at or before approximately 60% completion)
- 7.4.6** Floor/ceiling assemblies (at or before approximately 60% completion)
- 7.4.7** Rated door assemblies, seals, and labeling.
- 7.4.8** Mechanical systems as it pertains to life, fire, and safety.
- 7.4.9** Handrails, guardrails and newel post stairway returns.
- 7.4.10** Underground firefighting (hydrant or sprinkler) water supply flush and backfill (prior to connection).
- 7.4.11** Other water flow test for firefighting supply as required (additional hydrants, standpipes, fire pumps, etc.)
- 7.4.12** Sprinkler rough-in – pipe-size, supports, and seismic restraints.
- 7.4.13** 24-hour air test for dry sprinkler systems and all standpipe systems.
- 7.4.14** 2-hour hydrostatic air test for all sprinkler and standpipe systems (must come after air test if required).
- 7.4.15** Fire sprinkler final acceptance and testing with documentation review.
- 7.4.16** 24-hour battery test for Fire Alarm systems where required by Fire Marshal.
- 7.4.17** Fire alarm system acceptance and testing with documentation review. **Monitoring MUST be in place BEFORE final acceptance testing.**
- 7.4.18** Inspection and testing of hold open devices.
- 7.4.19** Emergency lighting and exit signs.
- 7.4.20** Safety glazing where applicable.
- 7.4.21** Posting of Occupant Loads for Group A uses, either primary, accessory, or incidental.

7.5 Other Inspections. In addition to the called inspections specified above, the Fire Marshal may make or require other inspections of construction work to ascertain compliance with the

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provisions of the adopted building and fire codes, laws or regulations enforced by this jurisdiction.

VIII. CERTIFICATE OF OCCUPANCY

8.1 Use or Occupancy. Buildings or structures or portions thereof shall not be used or occupied nor shall a change in the existing use or occupancy classification thereof be made until the Fire Marshal has issued a certificate of occupancy therefore as provided in this directive. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Certificates presuming to give authority to violate or cancel the provisions of adopted codes, standards, laws or regulations, or of other ordinances of a jurisdiction shall not be valid.

8.2 Certificate Issued. After the Fire Marshal inspects the building or structure and finds no violations of the provisions of this code or other laws which are enforced by this jurisdiction and all work has been completed to satisfy the fire and life safety requirements of law and associated regulation, the Fire Marshal shall issue a certificate of occupancy which shall contain the following:

- 8.2.1 The project name.
- 8.2.2 The address or geographic position of the building in decimal format.
- 8.2.3 The name and address of the owner.
- 8.2.4 A description of that portion of the building for which the certificate is issued
- 8.2.5 A statement that the describe portion of the building has been inspected for compliance with the requirements of the adopted codes, standards, applicable laws and regulations, for the group and division of occupancy and the use for which the proposed occupancy is classified.
- 8.2.6 The name of the Fire Marshal.
- 8.2.7 The edition of the code(s) under which the permit was issued.
- 8.2.8 The use and occupancy in accordance with the provision of Chapter 3 of the building code.
- 8.2.9 The type of construction.
- 8.2.10 The design occupant load.
- 8.2.11 If an automatic sprinkler system is provided, whether the sprinkler system is required.
- 8.2.12 Any special stipulations and conditions of the building permit.

8.3 Temporary Certificate. If the Fire Marshal finds that substantial hazard will not result from occupancy of a building or portion thereof before the same is completed, a temporary certificate of occupancy for the use of a portion or portions of a building or structure may be issued prior to the completion of the entire building or portion thereof. Upon completion of inspection of all outstanding work affecting the fire and life safety features of the building, the Certificate of Occupancy shall be released.

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8.4 Posting. The certificate of occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Fire Marshal.

8.5 Revocation. The Fire Marshal may, in writing, suspend or revoke a certificate of occupancy issued under the provisions of this code when the certificate is issued in error, or on the basis of incorrect information, or when it is determined that the building or structure or portion thereof is in violation of a regulation, law, or the provisions of the adopted building and fire codes. The Temporary certificate of occupancy may be revoked if the conditions as stipulated in the certificate have not been met.

8.6 Final Letter of Completion. In lieu of a certificate of occupancy a final letter of completion may be issued for those projects which involve additions, remodel, or alterations of existing buildings for the scope of work for which a permit was issued.

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