



Office of the Fire Marshal

The Raytown Fire Protection District is the full time emergency services agency responsible for providing Fire, EMS, Fire Code Enforcement, Prevention, Inspection, and Investigation services to the City of Raytown. As a fire protection district, we are a separate entity from the City of Raytown. We provide services to the community and citizens under the authority of the Raytown Fire Board.

You'll find our Fire Stations located at:

6020 Raytown Trafficway - HQ, Station 51, Fire Marshal's Office

7611 Raytown Road - Station 52, Fleet Maintenance Division

10020 E 66th Terrace – Supply & EMS Support Division

We're an ISO Class 1 jurisdiction, the highest rating available. Through partnerships with surrounding fire departments and close working relationships with the utility providers who service the community, we've tried to make lower premiums and quality fire protection services for the citizens and businesses in the District a priority.

The Fire Marshal's Office is part of the Raytown Fire Protection District's Division of Fire Prevention. It conducts commercial inspections on all property within the Fire District and is responsible for enforcing the adopted fire code. We are currently enforcing the 2018 edition of the International Fire Code, the additional codes and regulations referred to within that code, and have a full amended and adopted copy available for viewing at Headquarters.

The information provided in this packet is being provided to assist you in navigating through the Raytown Fire Protection District's permit and inspection process. In the attached material, we've mapped out the process step by step so that you have something to refer back to should you need it. If you still have questions after reviewing this information we are happy to answer them as soon as we are able. Check out the FAQ's below for further information about items we get questions about the most.

On behalf of the Raytown Fire Board, the Fire Chief, and the entire Raytown Fire Protection District, thank you for investing in this great community!

Building and Permit Process

1. Submit your completed application and plans.

- a. No work can take place for any submitted project before it has been approved by the Fire Marshal's office.
- b. All plans submitted must be stamped by an engineer &/or an architect before plan review can begin.
- c. Allow for 14 working days from the date you submit plans for completion. This time frame is dependent on the size and scope of the project so the length of time for review may vary.
- d. Any fees listed for the plan review process are due at the time of submission.

NO EXCEPTIONS ARE GRANTED FOR THE ABOVE REQUIREMENTS

Items that may be covered if applicable are listed below. You will be asked to explain the proposed project with emphasis being placed on the below listed items:

- Above or below ground storage tanks.
- Emergency lighting.
- Exiting requirements in commercial type occupancies.
- Fire lanes, if applicable.
- Fire sprinkler/hood, and or detection systems.
- Hazardous material storage or usage.
- Occupancy load calculations.
- Fire flow requirements.
- Other information that may pertain to this particular type of occupancy.
- Fire District inspections and or processes
- Emergency apparatus access.
- Emergency exits

- Plan Review

- a. Plan reviews are handled in the order they are received and the Fire Marshal's office has set the processing time at 14 working days. It's important to remember that the Fire Marshal's office will review any plans submitted for approval under the codes and regulations in place which we are responsible for enforcing.
- b. This is a separate process than the City of Raytown or any other agency who may be involved in your project. While we are proud of the working relationships that we enjoy with other agencies who may be involved in the process, we cannot conduct business with them on your behalf. Be sure that you contact the City of Raytown Codes Department separately to discuss any requirements they might have as you move through the process.
- c. The following plans should be submitted along with any other documents that may be required by the Fire Marshal's Office:
 - 2 –Paper copies of the full plan set for the system. Both should be professionally stamped, and be ANSI or ARCH Size E or E1. (30x42 or 34x44)
 - 1 – Electronic copy of the full plan set for the project. You can submit these via USB external drive, or you may provide a secure link for downloading the plans.

.PDF is our accepted format. Should you desire to include any additional copies in (.DWG, .DXF, or .WFM) we'd gladly add them to our database.
- d. No work is allowed on any project until the Fire Marshal's Office has completed their review and issued an approved permit. Working prior to approval may result in a fine of \$500 and an additional fee charged for re-evaluation of the property and stop work order.
- e. Your plans should also include the following information:

Fire Flow:

Fire flow will be evaluated for each project that is submitted for approval. Adequate fire flow must be available or a sprinkler system may be required. All fire flows are based on IFC 2018 Appendix B. Fire flow must be verified before any occupancy will be allowed. The minimum fire flow for commercial projects is 1500gpm.

Fire Apparatus Access Roads:

The Raytown Fire Protection District has adopted Appendix D of the 2018 International Fire Code. Appendix D contains the requirements for access roads, gates, turning radius, and several items that are often overlooked as part of the planning process. Please refer to Appendix D prior to submitting plans to make sure any requirements are addressed.

• **Sprinkler System & Fire Alarm Plan Review:**

- a.)** Automatic Sprinkler and Fire alarm plans that are available at the time of the initial plan submission should be included along with the other required materials. Submittals must include two PE stamped paper copies of the full plan set and be ANSI or ARCH Size E or E1. (30x42 or 34x44) An electronic copy of the full plan set is also required. Electronic plans may be submitted in USB external drive form or by approved secure link for download. (.PDF format)
- b.)** Deferred submittal of sprinkler system or fire alarm plans should be indicated on the application to allow for the required inspection and approval process.
- c.)** Any alarm or sprinkler system plans should be submitted as a separate plan set for each system. Your design professional should be able to determine the need for these systems based on the code requirements for your project.
- d.)** All Automatic Sprinkler Systems and Fire Alarm Systems must be installed by licensed contractors who are certified to perform the required installation, and should be able to produce credentials to the Fire Marshal's Office when requested.
- e.)** Determinations for installing Automatic Sprinkler Systems and Fire Alarm Systems are outlined in the Fire Code and should be applied as such by the design professional and reflected in their submitted plan set. The Fire Marshal's Office is the Authority Having Jurisdiction, and will pass along any requirements they identify as necessary if not included in the original submitted designs.
- f.)** Some items that will be evaluated during the plan review process for sprinkler systems include:
 - Compliance with NFPA 13
 - Remote area is identified on the plans.
 - Hydraulic calculations are provided for the proposed sprinkler system.

- All backflow devices used in conjunction with a fire sprinkler system must be rated for fire service use.
- A means must be provided for the forward testing of a backflow prevention device to insure that adequate fire flow is achieved. This test will need to meet the NFPA 13 standard.
- All valves that supply water to the sprinkler system must be properly marked with a weather resistance securing device and all valves must be identified for the purpose of the valve.
- All valves shall be secured in the operating position with a tamper device.
- All fire department connections will be 4 inch, 30° down angle Storz fittings.
- Sprinkler systems shall be electronically monitored.

g.) Some items that will be evaluated during alarm system plan review include:

- Compliance with NFPA 72
- Audible, tactile and visible outputs on audible and visual alarm notification devices.
- Appropriate placement of Fire Alarm Control Panel and document boxes (document boxes are required at the alarm panel).
- Presence of as build plans, current UL certificate and most recent inspection in document box.
- Battery and voltage calculations that indicate sufficient power supply in the event the system loses main power.
- Alarm system plans must be submitted so that all aspects of the design and the included components achieve **UL UUFX or UUJS certification.**

NOTES

- Any reference contained in the currently adopted fire code to NFPA standards shall mean the most recent standard unless otherwise instructed by the Fire Marshal's Office.
- Any plans that are changed (other than tenant furnishings) after the plan review process must be resubmitted for approval before the changes take place.
- If modifications to the submitted design are required as part of the plan review, the applicant will be responsible for supplying updated as built plans required by the Fire Marshal's Office.

- Hydrant spacing for commercial projects is as listed in the 2018 IFC table C102.1. All hydrants must have: 2 (2 ½) and 1 (4 ½) inch Storz connection. All hydrant connections must face the street. Hydrants must maintain at least a 3 foot clear working circumference around them, and property owners shall not intentionally place signs, trees, plants, or any other obstruction so that they interfere with access by fire service personnel.
- A valid UL UUFX or UUJS alarm certificate must be issued for installed fire alarms before occupancy will be approved.

The Fire Marshal's Office does not have a preferred list of vendors or contractors for installation of sprinkler and alarm systems.

We are able to provide a list of known contractors and system installers that hold certification through the UL database of certified companies recognized in the area (for alarm systems). Any list of contractors provided is in no way an endorsement of that company or its employee's work or products.

The Fire Marshal's Office encourages applicants to research and retain a contractor who best fits their needs and meet the Fire District's requirements for installed systems.

• Construction and Inspection

- A Work Permit is issued after the plan review has been completed and approved, and the applicant has paid any required fees. All work must be completed by a licensed contractor who may be asked to produce their credentials by the Fire Marshal's Office at any stage of the project.
- Work Permits must be posted conspicuously in a street facing window or other area to protect it from weather, damage, or theft. Permits that are lost by the applicant may be re-issued for an additional fee.
- NO WORK IS ALLOWED TO BE DONE UNTIL A PERMIT HAS BEEN ISSUED. WORKING WITHOUT A PERMIT WILL RESULT IN A STOP WORK ORDER AND A FINE ACCORDING TO ORDINANCE.

INSPECTIONS

ALL INSPECTIONS SHOULD BE SCHEDULED AT LEAST 72 HOURS IN ADVANCE.

- The Fire Marshal's Office will conduct a rough-in inspection on all projects. Rough-in inspections are done prior to any insulation or sheet rock being hung. The contractor or applicant must notify the Fire Marshal's office before they complete this phase of the project. Failure to do so may result in removal of completed work for inspection, or a fine.
- A sprinkler system inspection will be conducted on all systems. Systems already in place must have been inspected within the last year. In addition to these inspections, newly installed or modified systems require a flow test witnessed by the Fire Marshal's Office. All installed sprinkler systems must be electronically monitored.
- Automatic alarm systems require an on-site inspection by the Fire Marshal's Office accompanied by the installer. A live system test must be conducted with full system activation by two means of initiation. All system components and devices must operate as designed and the system must report activation to the designated monitoring site within the mandated relay time frame or the system will not be approved.
- A final inspection is conducted prior to approval of occupancy on all projects. Final inspections are conducted when all work is complete, all systems are installed, and the building or property is in the condition the occupant intends for it to be used. After final inspection is completed and all requirements are satisfied, the Fire Marshal's Office will inform the City of Raytown that the Fire District's occupancy requirements have been met.
- **OCCUPANCY IS NOT APPROVED UNTIL AUTHORIZED BY THE FIRE MARSHAL'S OFFICE**

- Permits

Permits Issued by The Fire Marshal's Office

Work Permit

Issued after completing the plan review process. Work cannot begin until this permit has been issued by The Fire Marshal's Office. It must be displayed in a street facing window or viewable area for the Duration of the project during which work is being conducted.

- Standard Occupancy Requirements

Knox Box Key Vault

All commercial occupancies in the Raytown Fire Protection District's jurisdiction are required by code to purchase and install a Knox Box on their property. Follow the link to the Knox Box page for information on what they are and why they're important to have on your building.

<https://www.knoxbox.com/commercial-knoxboxes/>

To order your Knox Box follow this link:

<https://www.knoxbox.com/5165>

Visible Address Numbers

When a person calls for our help, we want to make sure we don't lose any important time searching for the right property. All addresses should be visible from the closest street to the building. If the building is not directly visible from the street, it may be necessary to place an address marker at the entrance from the street.

Fire Extinguishers

Commercial buildings are required to have fire extinguishers in place when the building is in use. How many extinguishers are needed and where they are placed is determined by the fire code. Extinguishers must be mounted and have a valid tag showing they are ready for use.

Required Signs

Signs are required to be posted on the entry door to: Main Mechanical/HVAC room, Main Electrical Control Panel room, Fire Sprinkler room, and Fire Alarm Control Panel room. Details on signage for these rooms are listed in the fire code.

Emergency Vehicle Access & Exterior Signage

Emergency vehicles must be given adequate access to deploy at the building or property.

The property may require exterior signage, marked curbs and lanes for emergency vehicle access, or "FIRE ZONE" markers in certain areas near the building. An information sheet with these details is attached at the bottom of this packet for your reference.

Hazardous & Dangerous Materials Placards or Signs

NFPA 704 is the standard that outlines requirements for signage and placards used to mark areas that contain hazardous materials. Any use of the building that would include hazardous materials should be indicated on the application or reported to the Fire Marshal's Office.

FAQ's

What's the difference between a UL alarm system and any other one I'd buy?

A: UL certification ensures that the fire alarm is installed and maintained to the NFPA 72 standard. All alarm systems are inspected by a fire code official when they're installed. But once they're installed, not all property owners maintain them or, worse yet, keep them active. UL certification was created to make sure these important systems stay tested and working for as long as they are installed at that property.

If I submitted my application to you, why do I have to send one to the City?

A: Raytown Fire Protection District is a separate entity from the City and we have different roles in the process. We are a political subdivision with a Board of Directors elected by the community, and the Fire Marshal's Office is operated out of RFPD Headquarters.

I'm not sure I want to invest in this property yet. Can you come out and tell me what changes you'll require if I make changes to the building or property?

A: First, we're happy you want to invest in Raytown. We don't do pre-project or hypothetical inspections. When we inspect a property, we inspect its current condition and how it's approved to be used presently. The plan review process allows you to lay out your ideas and intentions for using the building so that we can work with you to determine if it can be used for that purpose, and how to make that happen so that it's safe for you and the citizens to use.

I scheduled my final inspection but had a last minute issue pop up and won't be able to make it that day. Will you do an inspection in the evening so I don't miss opening my business on time?

A: If given proper notice, the Fire Marshal's Office can arrange for your inspection to be conducted after business hours. There is a fee associated with after-hours appointments to address the Fire District's cost for staff and equipment use.

I'm going to install a gate at the entrance to my property. Does the Fire Marshal's Office need to be involved in that process?

A: Yes. We appreciate your desire to secure your property, but we also need to make sure that fire trucks and ambulances can get in and out if an emergency happens. If you let us know about the plan to install a gate in your application, we'll be sure and analyze the property to see what the Fire District would need for it to be compliant. The sooner you inform us, the better.

If you have any further questions regarding the information in this packet or requirements contained in it, we encourage you to contact the Fire Marshal's Office during business hours. After we have answered any questions, if the applicant or contractor disagrees with the requirements described in the fire code, alternate methods may be proposed. All alternate methods must meet or exceed the minimum requirements of the applicable code(s). The Fire Marshal evaluates all proposals for alternate methods to the adopted code requirements. The Fire Marshal will only consider alternate methods proposed in writing. Any proposed alternatives should be specific and address any item being considered individually. Broad or generalized statements of opinion or disagreement with required code standards will not be considered as valid requests for non-compliance. You are also entitled to appeal requirements under the adopted codes by submitting an application for modification to the Fire Marshal's Office, or to the Raytown Fire Protection District Headquarters.

We look forward to working with you on your project and are happy that you have chosen Raytown as your place of business.

Sincerely,



Mike Hunley
Fire Marshal



Office of the Fire Marshal

-FOR OFFICIAL USE-

RECEIVED:

DATE:

STATUS:

(Final Project Decision)

APPLICATION FOR FIRE DISTRICT PLAN REVIEW

PERMIT #:

Section A, Applicant Information:

Name of Applicant: _____

Building or Site Address: _____

What role(s) will the applicant have in this project: Owner Property Manager Contractor Tenant Business Manager Other

If other, explain: _____

Owner Mailing Address: _____

Owner Phone #: _____

Owner Email: _____

Section B, Building & Project:

Select Building Construction Type:

- Type 1: Noncombustible
Subtype: A B
- Type 2: Noncombustible
Subtype: A B C
- Type 3: Noncombustible/
Combustible
Subtype: A B
- Type 4: Heavy Timber
- Type 5: Combustible (Wood Frame)
Subtype: A (protected)
B (unprotected)

Project Type:

- New Construction
- Remodel or Addition
- Temporary Structure
- Change of Occupancy Type
- Fire Protection or Alarm System Add/Modify
- Flammable/Combustible Liquid Tank(s)
- Other

If Other, please describe:

Section C, Occupancy, Size, & Utilities:

Current Occupancy Classification: _____

Current Occupant Load: _____

Total Current Square Footage: _____

Is the building currently occupied? Yes No

Total Square Footage Being Added: _____

Are utilities currently turned on? Yes No

Number of Floors: _____

Describe the occupancy now:

(individual building, strip mall, office inside a building, etc)

Are There Elevators: _____

Number of Units: _____

Heating system type:

Number of Units per Floor: _____

Section D, Plans & Technical Drawings

Check all plans, drawings, and data sheets submitted for this project:

Site Plans Floor Plans

Structural Design (includes floor and roof)

Mechanical Electrical

Fire Sprinkler Fire Alarm

Automatic Suppression System
(commercial hood, clean room, etc.)

Battery calculation/Flow/Component Sheets

REMINDER

2 Hard copies of full plan set.

1 Electronic copy of full plan set.

Applications will be marked as received when they arrive at the Fire Marshal's office. Review does not begin until all plans are received.

Section E, Project Contractor and Designer Information:

General Contractor: _____

Name

Address

Phone

Architect or Engineer: _____

Name

Address

Phone

Anticipated start date of project: _____

Anticipated completion date of project: _____

Name of company or business that will occupy the building:		
Contact Person:	Position:	
Company Mailing Address:		
City:	State: Zip:	E-mail:
Phone Number:	Fax:	

FIRE PROTECTION AND OTHER SYSTEMS TO BE INSTALLED OR ALTERED

Scope of work: _____

I. Automatic Fire Suppression System:

1. **Automatic Sprinkler System:** _____ Wet, _____ Dry, _____ Pre-Action, _____ Deluge, _____ Comb. Dry Pipe/Pre-Action, _____ Anti-freeze, _____ Limited Area
2. **Standpipe System:** _____ Wet _____ Dry
3. **Alternate Fire Protection Systems:** _____ Commercial Hood, _____ Spray Paint Booth/Room, _____ FM 200, _____ Other _____
Extinguishing Agent to be used: _____ Wet Chemical, _____ Dry Chemical, _____ Clean Agent, _____ CO2, _____ Foam, _____ Halogenated, _____ Other _____

II. Fire Alarm/Detection System: _____ Manual, _____ Automatic Describe type and purpose: _____

III. Water supply: _____ Fire Pump (_____ Elec./ _____ Other fuel type-list _____), _____ Back Flow Prev., _____ Tank storage, _____ Private Fire Hydrant

IV. Other System Type not Listed Above: _____

Make/Model No. of System(s) to be installed as indicated in I-V above:

<input type="checkbox"/> SUBMISSION APPROVED	<i>-Official Use Only-</i>	<input type="checkbox"/> SUBMISSION DENIED
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Plan Review By: _____ **Date:** _____

The Fire Code Official shall be notified when the system installation reaches a pertinent stage of completion for an inspection. The permit holder shall assure that the inspections have been conducted and approved by the Fire Code Official when applicable. A certificate of occupancy or approval, indicating completion of the work for which a permit was issued, shall be obtained from all agencies prior to any occupancy. By signing above, I understand that the permit is granted for the work shown and described in this application.

Any falsification, misrepresentation or misleading information given **VOIDS** the permit and may result in punitive action. **Inspections must be scheduled at least 3 business days in advance. Inspections scheduled before a system or building is at the necessary phase may result in a re-inspection fee.**

The Raytown Fire Marshal's Office is a part of the Raytown Fire Protection District. As such, the Fire Marshal's Office is not affiliated with the City of Raytown. Any plans required by the City of Raytown, Jackson County, or any other organization with legitimate oversight should be submitted to those offices, and in the fashion that they require. We encourage all applicants to submit plans and applications for review at the same time. This helps to keep your project moving forward at a steady pace and allows the Fire Marshal's Office and the City Codes Department to conduct inspections and review in a similar time frame, if not together on occasion.

DESCRIPTION AND NOTES

Provide a brief written description of how you intend to use the building once the project being proposed is completed. This should be a simple summary of what type of business this will be, or what purpose the building will fulfill when the entire project has finished.