City of Portland
Development Services Center

1900 SW Fourth Avenue, Suite 5000 Portland, OR 97201
Telephone: (503) 823-7310

Bureau of Development Services **Portland Fire and Rescue**

LIFE SAFETY PRELIMINARY MEETING REQUEST PACKET

There are several methods by which BDS can provide you with early assistance or information on a project. This packet of information will assist you in setting up a preliminary meeting with a Life Safety Plans Examiner and a Fire Plans Examiner related to State and Local Fire and Building Codes.

Meet with a Reviewer in the DSC:
If you have questions that can be answered in 20-30 minutes, we encourage you to take advantage of our walk-in availability in the Development Services Center (DSC) where reviewers are available to answer questions and provide advice on your future project. For DSC hours of operation call 503-823-7310 and select option 1. Our computer system allows us to set up an electronic file on the spot, and we can print you out a copy of any notes documenting your discussion. Starting out at the Development Services Center is easy. And the Reviewer there will be able to advise you as to whether a more formal scheduled meeting would be appropriate OR direct you to a resource for the answer to a specific question.

Preliminary Meeting with Development Liaison:
For very large projects, or where complicated issues involve several city bureaus, BDS may assign a Development Liaison. The Development Liaison acts as the city's project coordinator throughout the design, permit and construction phases. A Life Safety Plans Examiner, and a representative from the Fire Marshal's Office, will attend preliminary meetings scheduled by a Development Liaison. These meetings are typically held early in the design process. If you think that your project warrants this type of assistance, please contact Mary Pat Gardner at (503) 823-7452.

Preliminary Meeting with the Life Safety Reviewer and Fire Marshal's Office:
The Life Safety Plans Examiners (and Fire Plans Examiners) are available to meet with you, by appointment, when the project has reached the "design development" stage. Prior to our scheduling the meeting, you will need to turn in copies of plans, a code summary and a list of the questions you want to discuss. Within five working days of receiving your completed request packet, we will contact you to set up a meeting (OR advise you as what an alternate next step should be, if we determine that a preliminary meeting with us is not appropriate.)

The fee for this meeting varies depending on staff attendance:

Base rate for Life Safety Plans Examiner only	$284	
Fire Plans Examiner	$75	additional
Structural Plans Examiner	$152	additional

The info and fee must be turned in to the Plan Review Clerical support staff, either in person or by mail. (Please note that we cannot accept the application packet by email). That address is:

Donna Ruark
Bureau of Development Services
1900 SW 4th Ave. Suite 5000, 5th floor
Portland, OR 97201

The completed packet must include ALL of the following information. A meeting will not be scheduled if items listed below are missing. Additional information such as photos, building elevations and building sections will help, but is not required.

- ❑ Completed Project Information sheet
- ❑ Project plans and Code information – submit 1 copy per staff requested
  - ☐ Site plan
  - ☐ Code Summary Floor Plans
  - ☐ Code Summary Narrative
  - ☐ Completed Code Summary Worksheet (NOTE: this a tool only: provide as much detail as you feel is relevant to your project using this worksheet or other format)
- ❑ List of questions or issues to be addressed – submit 1 copy per staff requested
- ❑ Fee payment

PROJECT INFORMATION

Project Name:

Description of Proposed Work:

Project Address (if there is no address is currently assigned to the site, provide the Tax Account Number or "R number"):

Project Owner/Client:

Project Contact (include firm name, address, phone number, and email):

Project Valuation:

Anticipated Permit Submittal Date:

Meeting Attendees:

City Staff requested:

- ❑ Life Safety Reviewer
- ❑ Fire Marshal (optional)
- ❑ Structural Engineer (optional)

BUILDING CODE SUMMARY PLANS

Floor Plan of each level showing walls, stairs, doors with swing direction, windows, plumbing fixtures, etc. Drawings must be at a minimum scale of 1/16" = 1'-0" and must be clearly legible and in black and white:

1. Label each room or area's:
   a) Use (e.g. Office, Sales, Storage, Corridor, Exit Enclosure, Exit Passageway, etc.);
   b) Occupancy group classification;
   c) Floor area;
   d) Floor area per occupant;
   e) Occupant load.

2. Graphically show locations and fire ratings of all fire-rated walls such as Exterior Walls, Exit Enclosures, Exit Passageways, Fire Area Separations, Occupancy Separations, Shafts, Horizontal Exits, Corridors, and Smoke Compartments by identifying and differentiating the walls as either: a) Fire Walls, b) Fire Barriers, c) Fire Partitions, d) Smoke Partitions, or e) Smoke Barriers.

3. Graphically show elevators, mechanical shafts and other openings through floors.

4. Graphically show the illuminated egress path, and indicate how backup power is supplied. Indicate the required width and minimum light level across the required egress path at the floor level.

5. Graphically show exit sign locations.

6. For larger occupant loads, graphically show the minimum required exit widths and proposed exit capacities at doors and stairs.

Building Elevations and/or Building Sections illustrating the following conditions as applicable:

7. Exterior wall areas in square feet per story, and the maximum allowable percentage and area of protected and unprotected openings per story due to fire separation distance from property lines.

8. Vertical area separation fire wall locations and fire rating from foundation to the roof.

9. Locations and fire ratings of horizontal floor-ceiling assemblies that separate different construction types.

BUILDING CODE SUMMARY NARRATIVE CHECKLIST:

- ☐ Scope of work
- ☐ Building code edition
- ☐ Date(s) of original building construction
- ☐ Use(s) and occupancy classification(s)
- ☐ Occupancy separation requirements – or nonseparated occupancies
- ☐ Number of stories
- ☐ Floor area per floor, total floor area
- ☐ Construction type(s)
- ☐ Fire sprinkler provided (yes/no), location and type
- ☐ Fire alarm pull stations and notification provided (yes/no)
- ☐ Number of standard and accessible parking spaces required/provided
- ☐ Number of plumbing fixtures required/provided
- ☐ Building code appeals with Date, ID #, and brief description of code requirement and alternate design approved

OREGON STRUCTURAL SPECIALTY CODE SUMMARY WORKSHEET

CONSTRUCTION TYPE, HEIGHT, AND EXTERIOR WALL FIRE RESISTANCE REQUIREMENTS:

Special Provisions *(circle one if applicable)*	510.2	510.3	510.4	510.5	510.6	510.7	510.8	510.9	
Construction type(s) *(602)* *(circle each that apply)*	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
Building height *(503)*	Allowed:	____ft	___ stories	Proposed:	_____ ft	___ stories			
Sprinklers used to increase stories *(504.2)*	YES	NO							

Fire Resistive Requirements based on Construction Type *(602.1)*	Rating Required	Rating Provided
Structural Frame		
Bearing walls – exterior		
Bearing walls – interior		
Floor		
Roof		

Exterior Wall fire resistance based on fire separation distance *(602.1)*			Allowable Area of Openings per story *(705.8)*							
			Protected				Unprotected			
Wall location	Distance to property line	Fire rating	Wall area	Area of openings proposed	Allowable % of wall area in openings	Proposed % of wall area in openings	Wall area	Area of openings proposed	Allowable % of wall area in openings	Proposed % of wall area in openings
North A										
North B										
East A										
East B										
South A										
South B										
West A										
West B										

ALLOWABLE AND PROPOSED BUILDING AREA AND INCREASES (503, 506, 509):
(If the building is divided by a Fire Wall (503.1) or a Horizontal Assembly (510), provide a separate analysis for each area.)

ALLOWABLE AREAS and AREA MODIFICATIONS	Occupancy ( )	Occupancy ( )	Occupancy ( )	Occupancy ( )
Tabular floor area for each occupancy (A_t) *(Table 503)*				
Frontage Increase (I_f) *(506.2)* I_f = (F/P - 0.25) X W/30 F = Building perimeter fronting on public way P = Perimeter of entire building W = Width of public way				
Fire sprinkler system increase (I_s) *(506.3)* Additional 200% for buildings with more than one story above grade plane or an additional 300% for buildings with not more than one story above grade plane.				
Area Modification, allowable area per story *(506.1)* $A_a = A_t + (A_t X I_f) + (A_t X I_s)$				
Total Allowable Building area: (A_a) X # of stories above grade plane as listed below *(506.4):* 1. Buildings with two stories above grade plane, X 2; 2. Buildings with three or more stories above grade plane, X 3; and 3. No story shall exceed the allowable area per story (A_a) as determined in 506.1, for the occupancies on that story.				

OCCUPANCY CLASSIFICATION (302):

Use and Occupancy Classifications *(circle each that apply)*									
A-1	A-2	A-3	A-4	A-5	B	E	F-1	F-2	H-1
H-2	H-3	H-4	H-5	I-1	I-2	I-3	I-4	M	R-1
R-2	R-3	R-4	S-1	S-2	U	SR-1	SR-2	SR-3	SR-4

PROPOSED AREAS PER OCCUPANCY	Occupancy ( )	Occupancy ( )	Occupancy ( )	Occupancy ( )
Basement				
First Floor				
Second Floor				
Third Floor				
Other floor(s)				
Total Proposed Building Area				

MIXED OCCUPANCIES AND SEPARATIONS (508):

Does building qualify for Nonseparated occupancies? *(508.3) (check one)*			Yes						
			No						
Occupancy separation ratings required *(508.4)* *(e.g. B to A-3 = 2 hr)*		to		= ____hr		to		= ____hr
		to		= ____hr		to		= ____hr
		to		= ____hr		to		= ____hr

* *If there is more than one occupancy group on a floor, provide a "Sum of the Ratios" calculation per Section 508.4.2:*

$(A^{occ\#1}/A_a^{\ occ\#1}) + (A^{occ\#2}/A_a^{\ occ\#2}) + (A^{occ\#3}/A_a^{\ occ\#3}) + (A^{occ\#4}/A_a^{\ occ\#4}) \leq 1$

BUILDING FIRE SUPPRESSION, ALARM AND STANDPIPE SYSTEMS (Chapter 9):

	Provided: YES / NO			Required / Optional *(list OSSC section(s))*	Type/Class/Areas of coverage:
Sprinkler system	13	13R	13D		
Fire alarm system					
Standpipe system					

NUMBER OF PLUMBING FIXTURES (2902):

Occupancy or function	Occ. Load	Drinking Fountains		Water closets				Lavatories			
				Male		Female		Male		Female	
		Required	Provided	Required	Provided	Required	Provided	Required	Provided	Required	Provided
Total number of fixtures											

BUILDING CODE APPEALS (104.10):

List all approved Building Code Appeals for this project:

Appeal ID#	Date	Code Section	Proposed Design *(summary of the resulting design)*