



**City of Portland, Oregon**  
**Bureau of Development Services**  
**Plan Review / Permitting Services**  
 FROM CONCEPT TO CONSTRUCTION

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**LIFE SAFETY PRELIMINARY MEETING REQUEST PACKET**

The Bureau of Development Services (BDS) offers several options for early assistance on projects with building code or fire code issues. This packet describes these options and includes details on requesting the Life Safety Preliminary Meeting.

Meet with a Reviewer in the Development Services Center (DSC)

Life Safety, Structural, and Fire Plans Examiners are available in the DSC on a walk-in basis for basic questions that can be answered in approximately 20 minutes. Please see [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds) for hours of availability.

Project Assistance with a 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 Tracy Nistler at (503) 823-5098, or [tracy.nistler@portlandoregon.gov](mailto:tracy.nistler@portlandoregon.gov).

Life Safety Preliminary Meeting

For projects with complicated building code or fire code issues that require additional assistance, customers may request a preliminary meeting with a Life Safety Plans Examiner. A Fire Plans Examiner, and/or Structural Engineer can also be requested to attend the meeting.

When your project has reached the “design development” stage, you may request this meeting by submitting a description of your project, hardcopies of your building 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 this 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
Mechanical Plans Examiner	\$152 additional

Before the meeting can be scheduled, we must receive a completed meeting request packet including fee payment. Requests can be submitted in person or by mail to the following address:

Plan Review Preliminary Meeting Request  
 Bureau of Development Services  
 1900 SW 4<sup>th</sup> Ave. Suite 5000, 5<sup>th</sup> floor  
 Portland, OR 97201

If you have questions about the submittal process please contact Cassandra Scholte at 503-823-6856 or [cassandra.scholte@portlandoregon.gov](mailto:cassandra.scholte@portlandoregon.gov)

## 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:

Firm Name:

Address:

Phone:

Email:

Project Valuation:

Anticipated Permit Submittal Date:

Meeting Attendees:

City Staff requested: (note: specific questions must be submitted for each specialty reviewer requested)

- Life Safety Review
- Fire Marshal (optional)
- Structural Engineer (optional)
- Mechanical Engineer (optional)

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 are helpful, but not required.

- Completed Project Information sheet
- Project plans and Code information – submit 1 hardcopy per staff requested
  - Site plan
  - Building Code Summary Plans
  - Building Code Summary Narrative
  - Building 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 hardcopy per staff requested
- Fee payment

**PLEASE NOTE: Electronic submittals by email will NOT be accepted.**

## **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);
  - 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:**

1. 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.
2. Vertical area separation fire wall locations and fire rating from foundation to the roof.
3. 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 ( <i>check one if applicable</i> )	510.2	510.3	510.4	510.5	510.6	510.7	510.8	510.9
Construction type(s) (602) ( <i>check each that apply</i> )	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 Require	Rating Provide
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 propos	Allowable % of wall area in	Proposed % of wall area in	Wall area	Area of openings propos	Allowable % of wall area in	Proposed % of wall area in
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) $I_f = (F/P - 0.25) \times W/30$ 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) $A_a = A_t + (A_t \times I_f) + (A_t \times I_s)$				
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, X2; 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 <i>(select each that apply)</i>									
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				

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) <i>(select one)</i>	Yes							
	No							
Occupancy separation ratings required (508.4) <i>(e.g. B to A-3 = 2 hr)</i>	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/ PARTIAL			Required / Optional <i>(list OSSC section(s))</i>	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			
		Required	Provided	Male		Female		Male		Female	
				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 <i>(summary of the resulting design)</i>