



STEPS TO OBTAIN EMERGENCY ACCESS PERMIT.

DO NOT SUBMIT 2 ENTIRE SETS OF BUILDING PLANS (see below for required pages)

- ❑ Bring **two** sets of **Emergency Access** plans to City Hall (200 W. Washington)
- ❑ Take the **two** sets of plans to the **Fire Plan Review Office** 10th floor
- ❑ Complete the plan review application

EMERGENCY ACCESS PLANS:

- ❑ Two sets of plans, drawn to scale
- ❑ Plan submittal shall include; **site plan and building elevations** (all sides), and a dedicated page(s) including signage / addressing / Knox box(s) details and installation requirements. Additional drawings may be required depending on the scope of the project
- ❑ Description of the proposed project (new build, remodel, etc.) and the business operation.
- ❑ Owners name, mailing address, contact person, and phone number optional

THE FOLLOWING ARE SPECIFIC PLAN REQUIREMENTS:

- ❑ Architectural site plan that depicts all buildings, roadways, significant landscape features, fire hydrants, fire department connections, and water retention features
- ❑ Site plan shall also depict:
 1. Address number location(s)
 2. Building number location(s) (if applicable)
 3. Building spread plate location(s) (if applicable)
 4. Fire lane location and markings (i.e. red curb, fire lane signs, stencil of "No Parking Fire Lane" in front of ALL private hydrants, blue reflector in front of ALL hydrants) and Details of the required signage
 5. Knox Box type and location(s)
 6. Pedestrian gate location(s) (if applicable)

7. Rooms and/or areas containing fire protection equipment (fire riser room/cabinet, alarm panel, fire control room, fire pump room) and the appropriate signage to identify the fire protection equipment

8. Stairwells and Signage

- ❑ Site plans must also show orientation to streets, property line, and point of compass (North Arrow)



- ❑ Drawing must be to scale and include a graphic representation of the scale
- ❑ Drawing must be legible and dedicated to the specific item being reviewed

****Stamped approved plans, and permit must be on site for final inspection.**