



## **EXPRESS GATE PERMIT PROCESS CHECKLIST**

The purpose of the Single Visit Process for vehicle gate permits is to improve our service provided to our customers. This Single Visit Process will allow a certified participant of the program to apply for a Fire Department gate permit, Electrical permit, and Site approval all in one short visit.

(Note: Contractors submitting plans for this option must be pre-certified in order to use this process. Call Phoenix Fire Department, Fire Prevention (602) 262-6771, for details of the certification process.)

### **STEP I.**

#### **Application Process**

- Fill out application (Express Gate Permit Application). The application and fax cover page will be available on the Emergency Access website ([www.phoenix.gov/fdaccess/](http://www.phoenix.gov/fdaccess/)). Once the application is filled out it may be faxed to an assigned Fire Plan Review fax number that is listed on the fax cover page.
- Applications that **will require pre-approval** for the express gate permit process are as follows.
  1. If existing parking is effected or removed due to proposed gate installation
  2. If the gate(s) to be installed have a height exceeding 6 feet
  3. If additional walls are to be built in conjunction with the gate(s)  
(*This does not include short sections of wall to fill in a gap between existing wall and a new gate*)

Once approval has been granted the application may be submitted into the Express gate permit process.

- The gate companies submitting plans for review in the express gate permit process will be trained, tested, and certified on code requirements and how the Express Gate Permit process functions.
- Fire plan review will contact the applicant to confirm the information provided and schedule an appointment for their plan review. The application must be received by the scheduled deadline for Express Gate permit reviews. These weekly scheduled deadlines are listed on the Express Gate Permit calendar located on the Emergency Access website.

### **STEP II.**

#### **Plan Review:**

- The Express Gate Permit applicant must bring **three** sets of plans to City Hall for review on their scheduled review day.

- One day a week Fire, Streets / Traffic and Electrical / Building Safety will have representatives meet to review gate plan submittals with the submitter (owner / contractor).
- The plans are reviewed and approved or corrections/comments are provided.
- All gate plans submitted for Express Gate Permit process must illustrate that the gates meet Fire Department code requirements, Electrical / Building Safety code requirements, Streets / Traffic requirements and the requirements set forth in the Gate Installation Approval Checklist. (*Requirements Listed Below*)

**Fire Department Requirements For All Gates:**

- Minimum of 20-foot wide, clear access opening on **ENTRANCE** and **EXIT** or a combined 24-foot wide 2 directional clear access opening.
- Forty-five (45) foot centerline radius on curves. (Fire Department may require additional width opening when a 45-foot fire apparatus turning radius cannot be met.)
- When road is over 300 feet, a twenty-five foot vehicle passing point must be provided.

**Fire Department Requirements For Automatic Gate:**

- A Fire Department approved Knox switch is located 5½ feet above grade on **ENTRANCE** and **EXIT** side of gate.
- Emergency Gate Switch will open both the entrance and exit side of gate when activated.
- Emergency Gate Switch must bypass all free access loop systems.
- A sign plate reading, "FD ACCESS" shall be installed at, but no more than 12 inches from the emergency gate switch. The sign shall be a minimum of 4x8 inches, reflective background with thickness of .080 aluminum. *See IFC Figure 5-17*
- Battery backup is installed on **ENTRANCE** and **EXIT** Gates.
- Residential/Multifamily: Gate will open on battery backup during loss of power and remain open until the power is restored. (Single-family residences do not require gates to be open during loss of power.)
- Commercial/Industrial: Properties remain closed until the emergency gate switch is activated, then open on battery backup.
- Activated access gate shall open at a rate of one foot per second.
- All multifamily housing developments, including single-family homes (5 or more), shall have preemption devices on each gate.

**Fire Department Requirements for Manual Gate:**

- All Manual fire apparatus access gates shall use an approved padlock as a locking mechanism.
- An approved dual padlock locking bar and Fire Department padlock shall be used. *See IFC Manual Access Gate Figure(s) 5-18.1 and 5-18.2*
- Six-inch wide **RED** striping shall be painted on the ground along the length of both sides of the gate.

- ❑ Fire department approved “No Parking” signs are bolted back-to-back, onto each side of the gate. Signs have a reflective background and are made of .080 aluminum. *See IFC Figure 5-4.*
- ❑ A sign that identifies the location of the property’s primary entrance shall be bolted on the street side of the fire apparatus gate. *See IFC Figure 5-16*

### Electrical Requirements For Automatic Gates

- ❑ The Electrical Site Plan must show:
  1. An individual branch circuit properly sized for each gate operator load (See NEC section 430.6)
  2. A minimum ¾-inch raceway serving each automatic gate operator
  3. The service equipment and /or panel board location(s)
  4. Panel board schedule(s) showing new and/or revised load calculations
  5. The location of the automatic gate operator(s), control equipment, and actuation devices.
- ❑ A **separate** electrical permit shall be obtained for each automatic vehicle gate **unless** the vehicle gate(s) are shown on the scope of work for another permit. **If the gates are included in another permit, make sure the gates are scheduled for a final electrical inspection before that permit is closed out.**
- ❑ Have conduit depth inspected for the gate operators, preemption detectors, resident keypad and Knox key switches. Obtain a “**Rough Electrical Green Tag**” that reads “**Underground Electric for Gates.**” Marking on the plans **will not** be accepted by the Fire Department. Without this, when the electrical final is done, the conduits will need to be re-exposed.
- ❑ Have **final** electrical inspection for gates. Green tag must read “**Final Electrical for Gates.**” **Marking this on the plans will not be accepted by the Fire Department.** This green tag must be obtained **before** the gate company can call for a Fire Department inspection.

### Traffic Requirements

- ❑ The centerline of the controller/call box in the private street or driveway is to be 50’ (minimum) from the extension of the face of curb of the cross street. This will allow a two (2) car queue without conflicting with cross street traffic.
- ❑ Passenger vehicles denied access to the site for any reason shall be allowed to exit the Site with a single forward turning movement of a 24’ inner radius for local streets and a 42’ inner radius for arterial or collector streets. This movement is not to conflict with other vehicles entering the site.
- ❑ Service vehicles denied access to the site for any reason shall be allowed to exit the site by means of a multiple forward and backward turning movement. The first forward motion is to move the vehicle out of the path of any vehicle that may have queued behind it and allow the vehicle to pass, unhindered, into the site.

- All turning movements are to be accomplished in front of the gate and beyond the keypad.
- The mounting of reflectors or reflective material (8 sq. ft. minimum) shall be required on both faces of the gates. Lighting may be substituted for the reflective material if the lighting floods the entire gate area and is in full operation during the nighttime hours. It is important that the gate be visible from the public streets at all times.

While designing the entrance, other issues to consider include:

- Sanitation department pick up.
- Mail delivery.
- Utility (meter reader) access.
- The effects on internal circulation.
- The effect on any existing Planning or Development Services Department stipulations.
- The effect on adjacent driveways.
- Other possible detrimental effects in or around the site.

#### **Traffic Requirement Exceptions**

- If the entrance is a primary or secondary access point located on a local street or a minor collector, the requirements for long wheelbase vehicles may be relaxed. However, the turnaround requirements for passenger vehicles still apply.
- If the entrance is a secondary access point and is designated as “residents only” or as “exit only,” the turnaround requirements may be waived. The “residents only” gates must be operated via remote access. If the entrance is located off of an arterial or major collector, the gates shall be set back a minimum of 30’ from the extension of the curb face on the intersecting street. “Residents Only” or “Exit Only” signs shall be posted on the exterior face of the gate.
- If the gates are to remain open from 6:00 a.m. to 7:00 p.m. for residential projects, the turnaround requirements for gated entrances located on local streets and minor collectors may be waived on a case-by-case basis and may be waived if deemed safe for the public by the City of Phoenix Traffic Engineer.
- If the gates are to remain open during business hours for commercial projects, turnaround requirements may be waived.
- Access points with manned guard stations may have the turnaround requirements waived, if the guard allows the unauthorized vehicle to enter the site to turn around.
- If the keypad is located at least 200’ from the intersecting street, the requirements for long wheelbase vehicles may be waived providing there is some type of “backing up” area.
- Secondary entrances to parking garages located on local streets may have the turnaround requirements waived.

- ❑ Gates that are activated by any vehicles entering the site will not be required to provide turnarounds.
- ❑ Other conditions or technology that allows smooth operation and does not affect traffic flow may allow the turnaround requirements to be waived.

**Exhibits:**

There are attachments with examples of gate-controlled entrances that meet all of the above requirements. Figure I and Figure II show examples with the long wheelbase vehicle requirements relaxed.

**STEP III.**

**Fees:**

- At the conclusion of the plan review, the plans along with the “Express Gate Permit Plan Approved Form” must be brought to the 10<sup>th</sup> floor Fire plan review office for the fees to be paid and the permit(s) issued. This includes paying for Fire and Electrical permits and Streets / Traffic review. The “Express Gate Permit Plan Approved Form” will be given to the plan submitter upon gate plan approval at the conclusion of the plan review.

**STEP IV.**

**Inspection:**

- Inspections for Fire and Electrical have not changed in this process.