



# Phoenix Fire Department

## Fire Prevention - Emergency Access

### Emergency Access Permits Application-- Permit Fees Calculated @ \$ 135 per hr

<input type="checkbox"/> <b>Emergency Access F481</b> Premise identification review; fire lane marking, identification of fire protection equipment, key boxes, stairwell identification, and pedestrian gates.	<b>Plan Review Fee: 1.0 hrs</b> <b>Inspection Fee: 1.0 hrs</b>
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<input type="checkbox"/> <b>Address Directory F482</b> Installation or modification of address directories	<b>Plan Review Fee: 0.5 hrs</b> <b>Inspection Fee: 0.5 hrs</b>
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<input type="checkbox"/> <b>Alternative Surface Fire Lane F479</b> Install striping and signage of fire lanes  <b>Number of fire lanes:</b> _____	<b>Plan Review Fee: 1.0 hrs</b> <b>Inspection Fee: 1.0 hrs</b>
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<input type="checkbox"/> <b>Automatic Vehicle Access Gate F157</b> Install or modify each automatic fire apparatus access gates and their appurtenances -- fee is for each gate. This also includes gates for auxiliary access openings.  <b>Number of automatic gates:</b> _____	<b>Plan Review Fee: 1.5 hrs</b> <b>Inspection Fee: 1.5 hrs</b>
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<input type="checkbox"/> <b>Manual Access Gate F157</b> Install or modify Manual gate - fee is for each gate.  <b>Number of manual gates:</b> _____	<b>Plan Review Fee: 0.5 hrs</b> <b>Inspection Fee: 0.5 hrs</b>
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*All installations are subject to field inspection. Call 602-262-7462 to schedule the inspection.*

Business Information			
<b>Date:</b>		<b>Name of Project:</b>	
<b>Project Address:</b>			<b>Suite:</b>
<b>Project Description:</b>			
<b>Contractor:</b>			
<b>Contractor Address:</b>			
<b>Contractor License (ROC):</b>			<b>Contractor Phone:</b>
<b>Person Submitting:</b>			<b>Submitters Phone: ( )</b>
<b>Payment is due at the time of application submittal. All fees are non-refundable.</b>			
<b>Payment Received:</b>	<b>Check #</b>	<input type="checkbox"/> <b>Credit Card</b>	<input type="checkbox"/> <b>Cash</b>
<b>Date Received:</b>	<b>Received By:</b>		
<b>Census</b>	<b>Quarter</b>	<b>Council District</b>	<b>Zoning</b>
<b>Units</b>	<b>Occupancy</b>	<b>Construction Type</b>	<b>Structure Class</b>

*See attached documentation for description of conditions that must be met prior to the issuance of this permit.*



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Permit questions call: 602-262-6771 or online at <http://www.phoenix.gov/fire/codes.html>

*The intention of this document is to provide our customers with a basic guide to complete the Emergency Access plan submittal process. This is a required permit for all new commercial and multi-family occupancies. The following shall be provided with the plan submittal.*

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

### STEPS TO OBTAIN EMERGENCY ACCESS PERMIT:

- ❑ 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** 10<sup>th</sup> 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:
  - i. Address number location(s)
  - ii. Building number location(s) (if applicable)
  - iii. Building spread plate location(s) (if applicable)
  - iv. 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
  - v. Knox Box type and location(s)
  - vi. Pedestrian gate location(s) (if applicable)



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- vii. 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
- viii. 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.**