



MIFFLIN TOWNSHIP
DIVISION OF FIRE
Fire Prevention Bureau



FREDERICK L. KAUSER - FIRE CHIEF

JASON STROHMEYER - FIRE MARSHAL CAPTAIN

PERMITS PACKET



NEW BUILDING CONSTRUCTION OR
RENOVATION OF EXISTING STRUCTURES

MIFFLIN TOWNSHIP - DIVISION OF FIRE

Instructions for the Contractor & Explanation of the Process for Building Construction / Renovation Plans Permitting

1. Contractor obtains **PERMIT APPLICATION** from Township
 - a. In person at the Mifflin Township OPS Center - 400 W Johnstown Rd, Suite 210, Gahanna OH 43230
 - b. On-line downloads/print of pdf forms(s)

2. **Contractor** completes application and **SUBMITS** to Township (OPS Center - 400 W Johnstown Rd, Suite 210)
 - a. **APPLICATION**
 - b. **(2) COPIES OF BLUEPRINTS**
 - c. **(1) ELECTRONIC pdf FILE of blueprints** (CD, DVD, or USB drive)

3. **Township** Administration Assistant **NOTIFIES FIRE MARSHAL** of pending application

4. **Fire Marshal** retrieves packet
 - a. Upto 15-DAYS **REVIEW**
 - b. Determines **FEE(S)**
 - c. **APPROVES** or **DENIES** (REVISION REQUIRED) Permit

5. **Fire Marshal** returns Application Packet to Township with **REVISION** or **APPROVED** Status
 - a. if **approved**, Fire Marshal **ASSIGNS PERMIT NUMBER**
 - i. (Yr-MonthDay-01 sequential -ie., 2013-0214-01)

6. **Township** Administration Assistant **NOTIFIES CONTRACTOR** of Application Status and Fee(s)
 - a. If **REVISION** Required
 - i. Contractor **makes corrections**
 - ii. **Resubmits** Application Packet to Township
 - iii. Fire Marshal has up to 15-days to **REVIEW - DENY OR APPROVE**

 - b. If **APPROVED**
 - i. **Township** Administration Assistant **COLLECTS FEES** - type of payment:
 1. Certified check
 2. Money Order
 3. Cash - Exact Amount
 4. Credit Card

 - ii. Upon remittance of fees, **ISSUES PERMIT PACKET** containing:
 1. Account Receipt of Payment
 2. Approval Letter
 3. Site Plans
 4. Sign-off Card
 5. NOTE - Place Permit# on all four documents
 - a. (Yr-MonthDay-01 sequential - ie., 2013-0214-01)

 - iii. **Contractor POSTS** Approval Packet in building
 1. Front/ address side
 2. Window closest to main entry
 3. If no window, post inside closest to main entry door(s)

The following checklist is intended to assist with designing, and submitting, a fire code compliant building construction/renovation plan. This document in no way details all of the requirements that may be necessary for a complete code compliant plan. **The checklist must be completed, in its entirety, prior to plans being accepted for review by the MIFFLIN TOWNSHIP DIVISION OF FIRE.**

Do the submitted plans contain any of the following fire protection systems? If **YES**, Complete the Sections as indicated

Automatic Fire Alarm System	<input type="radio"/>	YES	<input type="radio"/>	NO	Complete Sections 1 thru 5
Manual Fire Alarm System	<input type="radio"/>	YES	<input type="radio"/>	NO	Complete Sections 1 thru 5
Automatic Sprinkler System	<input type="radio"/>	YES	<input type="radio"/>	NO	Complete Sections 1 thru 4 and Section 6
Automatic Extinguishing System	<input type="radio"/>	YES	<input type="radio"/>	NO	Complete Sections 1 thru 4 and Section 7
Commercial Kitchen Hood	<input type="radio"/>	YES	<input type="radio"/>	NO	Complete Sections 1 thru 4 and Section 8
Fire Pump and Standpipe	<input type="radio"/>	YES	<input type="radio"/>	NO	Complete Sections 1 thru 4 and Section 9
Underground Fire Line	<input type="radio"/>	YES	<input type="radio"/>	NO	Complete Sections 1 thru 4 and Section 10
Private Fire Hydrant	<input type="radio"/>	YES	<input type="radio"/>	NO	Complete Sections 1 thru 4 and Section 10
Generator with an Above-ground Storage Tank	<input type="radio"/>	YES	<input type="radio"/>	NO	Complete Sections 1 thru 4 and Section 11
Underground Storage Tank	<input type="radio"/>	YES	<input type="radio"/>	NO	Complete Sections 1 thru 4 and Section 12
Storage / Use of Cryogenic Fluids	<input type="radio"/>	YES	<input type="radio"/>	NO	Complete Sections 1 thru 4 and Section 13
Storage / Use of Flammable or Combustible Liquids	<input type="radio"/>	YES	<input type="radio"/>	NO	Complete Sections 1 thru 4 and Section 13

Each question should be marked "Yes" or "N/A". If a question is marked "No", a written explanation, with code references, must be included in the "COMMENTS" section of the particular checklist item.

SECTION 1 BASIC INFORMATION	
1. Has the project name and address been included on the plans?	
<input type="radio"/> Yes <input type="radio"/> No / NA	COMMENTS
2. Does each sheet have a page number?	
<input type="radio"/> Yes <input type="radio"/> No / NA	COMMENTS
3. Do plans include a location map with one cross street minimum, a point of compass, and symbol legend?	
<input type="radio"/> Yes <input type="radio"/> No / NA	COMMENTS
4. Are plans either drawn to scale or labeled with dimensions?	
<input type="radio"/> Yes <input type="radio"/> No / NA	COMMENTS

**SECTION 2
BUILDING INFORMATION**

1. Do plans indicate total building size in square feet? *NOTE: Total should include all attached areas; including canopies, porte cocheres, or other overhangs.*

- Yes
- No / NA

COMMENTS

2. Do plans label all areas of the building, according to their use?

- Yes
- No / NA

COMMENTS

3. Do plans clearly state proposed occupancy type based on 2011 OBC Chapter 3?

- Yes
- No / NA

COMMENTS

4. Do plans show occupant load of building based on 2011 OFC Table 1004.1.1?

- Yes
- No / NA

COMMENTS

5. Do plans indicate occupancy types, based on 2011 OBC Chapter 3, of connected businesses (i.e. surrounding occupancies in a strip center)?

- Yes
- No / NA

COMMENTS

6. Do plans indicate whether or not the building is, or will be, fire sprinkled?

- Yes
- No / NA

COMMENTS

7. Do plans indicate whether or not the building has, or will have, a fire alarm system?

- Yes
- No / NA

COMMENTS

8. Do plans indicate whether or not the building has, or will have, a commercial cooking system?

- Yes
- No / NA

COMMENTS

9. Do plans indicate whether or not the building has, or will have, private fire hydrants?

- Yes
- No / NA

COMMENTS

10. Do plans indicate whether or not the building has, or will have, a generator?

- Yes
- No / NA

COMMENTS

11. If **YES** to #10, How will the generator be powered?

- Diesel
- Gasoline
- Natural Gas
- Propane

**SECTION 3
BUILDING COMPONENTS**

1. Do plans indicate proper wall and door fire ratings, as required by 2011 OBC Chapter 7?

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

2. Are all dead-end corridors less than 20' in length, as required by 2011 OFC Section 1018.4 (non-sprinkled buildings)?

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

3. Are all dead-end corridors less than 50' in length, as required by 2011 OFC Section 1018.4 exception 2 (B or F occupancies with fire sprinklers)?

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

4. Is travel distance to exits within the requirements of 2011 OFC Table 1016.1?

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

5. Do plans show the required number of exits, based on 2011 OFC Tables 1015.1 and 1022.2?

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

6. Do plans show the required egress width, based on 2011 OFC Section 1005?

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

7. Is exit access through intervening spaces limited to that which is allowable by 2011 OFC Section 1014.2?

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

8. Do plans indicate locations of exit signs, as required by 2011 OFC Section 1011.1?

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

9. Do plans indicate locations of emergency lighting, as required by 2011 OFC Section 1006?

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

10. Do plans indicate emergency lighting in electrical room and over panels as required by 2011 OFC Section 605.2?

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

11. Do plans indicate locations of portable fire extinguishers, as required by OFC Section 906?

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

**SECTION 4
MISCELLANEOUS**

1. Are ALL submittal documents consistent with each other; are they thorough and comprehensive in nature and scope; are they neatly and professionally packaged? Does submission include 2 hard copies and 1 PDF on a disk?

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

**SECTION 5
AUTOMATIC, MANUAL, & COMBINATION FIRE ALARM SYSTEMS**

1. Do the construction documents for the fire alarm system show sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform with Section 907 of the OFC?

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

2. Do the shop drawings for fire alarm system include, but not be limited to, all of the following in accordance with Section 907.1.2 of the OFC?

- (i) A floor plan which indicates the use of all rooms.
- (ii) Locations of alarm-initiating devices.
- (iii) Locations of alarm notification appliances, including candela ratings for visible alarm notification appliances.
- (iv) Location of fire alarm control unit, transponders and notification power supplies.
- (v) Annunciators.
- (vi) Power connection.
- (vii) Battery calculations.
- (viii) Conductor type and sizes.
- (ix) Voltage drop calculations.
- (x) Manufacturers' data sheets indicating model numbers and listing information for equipment, devices and materials.
- (xi) Details of ceiling height and construction.
- (xii) The interface of fire safety control functions.
- (xiii) Classification of the supervising station.

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

3. Do the construction documents require occupant notification? If required, it shall be installed in accordance with Section 907.6 of the OFC?

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

4. Is the Acceptance Testing performed in accordance with 2010 NFPA 72, 2011 OBC, and 2011 OFC? *Record of Completion and Sequence of Operation paperwork shall be provided at the time of Acceptance Testing.*

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

**SECTION 6
AUTOMATIC SPRINKLER SYSTEM**

1. Do the construction documents for the fire sprinkler system show sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform with Section 903 of the OFC?

Yes
 No / NA

COMMENTS

2. Do the construction documents require a Fire Department Connection (FDC)? *If required, the fire code official shall determine the location of the FDC in accordance with Section 912 of the OFC.*

Yes
 No / NA

COMMENTS

3. Does the potable water supply to the automatic sprinkler and standpipe systems protected against back-flow as required by the Ohio Plumbing Code?

Yes
 No / NA

COMMENTS

4. Is there a required metal sign with raised letters at least 1 inch (25 mm) in size mounted on all fire department connections serving automatic sprinklers, standpipes or fire pump connections? *Such signs shall read: "AUTOMATIC SPRINKLERS" or "STANDPIPES" or "TEST CONNECTION" or a combination thereof as applicable. Where the fire department connection does not serve the entire building, is there a sign provided indicating the portions of the building served?*

Yes
 No / NA

COMMENTS

5. Where fire department connections are subject to impact by a motor vehicle, is vehicle impact protection shall be provided in accordance with Section 312 of the OFC?

Yes
 No / NA

COMMENTS

6. Is Acceptance testing performed in accordance with 2010 NFPA 13, 2011 OBC and 2011 OFC? *The Above-ground certificate of completion paperwork shall be provided at the acceptance test.*

Yes
 No / NA

COMMENTS

7. Is the fire department connection indicated by a white sign with 6" red letters stating "FDC" at the location in accordance with 2011 OFC Section 912?

Yes
 No / NA

COMMENTS

**SECTION 7
AUTOMATIC EXTINGUISHING SYSTEMS**

1. Is the automatic fire extinguishing system designed in accordance with Section 904 of the OFC and the applicable referenced standards?

Yes
 No / NA

COMMENTS

2. Do the construction documents indicate that the automatic fire extinguishing system is connected to the fire alarm system, if required? *These systems shall be tested in accordance with Sections 904 and 907 of the Ohio Fire Code to verify proper operation.*

Yes
 No / NA

COMMENTS

3. Do the construction documents indicate that the occupancy shall have a commercial cooking system? *This system shall be installed in accordance with section 904.11 of the OFC. This system shall be tested in accordance with UL 300 and shall be listed and labeled for the intended application.*

<input type="radio"/> Yes <input type="radio"/> No / NA	COMMENTS
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4. Is Acceptance testing performed in accordance with 2011 OBC, 2011 OFC and the applicable referenced standards?

<input type="radio"/> Yes <input type="radio"/> No / NA	COMMENTS
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**SECTION 8
COMMERCIAL COOKING HOOD AND EXHAUST DUCT**

1. Do the construction documents indicate that the occupancy shall provide commercial cooking operations? *A Type I hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors.*

<input type="radio"/> Yes <input type="radio"/> No / NA	COMMENTS
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2. Does the Commercial kitchen hood ventilation ducts and exhaust equipment comply with the requirements of Section 506 of the Ohio Mechanical Code? *Commercial kitchen grease ducts shall be designed for the type of cooking appliance and hood served.*

<input type="radio"/> Yes <input type="radio"/> No / NA	COMMENTS
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3. Is the grease duct system tested in accordance with Section 506.3.2.5 of the Ohio Mechanical Code?

<input type="radio"/> Yes <input type="radio"/> No / NA	COMMENTS
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4. Do the Commercial kitchen exhaust hoods comply with the requirements of Section 507 of the Ohio Mechanical Code? *Hoods shall be Type I or II and shall be designed to capture and confine cooking vapors and residues.*

<input type="radio"/> Yes <input type="radio"/> No / NA	COMMENTS
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**SECTION 9
FIRE PUMPS & STANDPIPES**

1. Do the construction documents show the fire pump, where required, shall be installed in accordance with Section 913 of the OFC and 2010 NFPA 20?

<input type="radio"/> Yes <input type="radio"/> No / NA	COMMENTS
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2. Do the construction documents show the standpipe, where required, shall be installed in accordance with Section 905 of the OFC and 2010 NFPA 14?

<input type="radio"/> Yes <input type="radio"/> No / NA	COMMENTS
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3. Is the Fire Pump acceptance testing done in accordance with the requirements of 2010 NFPA 20?

<input type="radio"/> Yes <input type="radio"/> No / NA	COMMENTS
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4. Is the Standpipe testing done in accordance with the requirements of 2010 NFPA 25?

<input type="radio"/> Yes <input type="radio"/> No / NA	COMMENTS
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**SECTION 10
UNDERGROUND FIRE SERVICE MAINS & PRIVATE FIRE HYDRANTS**

1. Do the construction documents show the installation of a private fire service main to supply the fire protection system? *Installation of the fire service main shall be in accordance with Section 507 of the OFC and 2007 NFPA 24.*

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

2. Do the construction documents show the installation of private fire hydrants? *Installation of the hydrants shall be in accordance with section 507 of the OFC and 2007 NFPA 24.*

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

3. Are the fire service main and hydrants tested in accordance with 2010 NFPA 25? *Underground completion documentation shall be provided at the acceptance test.*

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

**SECTION 11
GENERATOR & ABOVE-GROUND STORAGE TANK**

1. Do the construction documents show the installation of an emergency standby generator? *Installation of the generator shall be in accordance with Section 604 of the Ohio Fire Code and 2010 NFPA 110.*

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

2. Does the generator have an above-ground storage tank attached with a fuel supply? *The storage of flammable and combustible liquids in containers and tanks shall be in accordance with Chapter 34 and applicable Sections of Rule 27 of the OFC. The Mifflin Township Division of Fire shall be responsible for the permitting, inspection, and testing of above-ground storage tanks within the jurisdictional boundaries of the City of Gahanna and Mifflin Township.*

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

**SECTION 12
UNDERGROUND STORAGE TANK**

1. Do the construction documents show the installation of an underground storage tank? *Installation of the underground storage tank shall be in accordance with Chapters 22 and 34 of the Ohio Fire Code and applicable NFPA Standards. The Mifflin Township Division of Fire shall be responsible for the permitting, inspection, and testing of underground storage tanks within the jurisdictional boundaries of the City of Gahanna and Mifflin Township.*

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	

**SECTION 13
CRYOGENICS, FLAMMABLE, COMBUSTIBLE LIQUIDS**

1. Do the construction documents show the installation of Cryogenic, Flammable, or Combustible storage tanks? *Installation and operational use of Cryogenic, Flammable, or Combustible storage tanks shall be in accordance with Chapters 32 and 34 of the Ohio Fire Code and applicable NFPA Standards. The Mifflin Township Division of Fire shall be responsible for the permitting, inspection, and testing of Cryogenic, Flammable, or Combustible storage tanks within the jurisdictional boundaries of the City of Gahanna and Mifflin Township.*

<input type="radio"/> Yes	COMMENTS
<input type="radio"/> No / NA	