



DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Services



J. "MIKE" FOSTER, JR.
GOVERNOR

V. J. BELLA
STATE FIRE MARSHAL

MEMORANDUM

TO: REVIEW STAFF
FROM: HENRY C. REED, SR. *HC*
ARCHITECT SUPERVISOR
RE: PRELIMINARY REVIEW GUIDELINES
DATE: MARCH 6, 1997

The preliminary review process was established in an effort to make the Plan Review process more "user friendly" while maintaining a reasonable turn around time. The latest new service to the construction industry will reduce the number of preliminary meetings consuming our review time.

1. This service is available to all applicants for a fee identical to the existing fee schedule.
2. Publicly owned facilities are not exempt from the preliminary review fee.
3. Copies of preliminary review letters are not forwarded to the owners, permit offices, licensing boards, district inspection offices, etc.
4. The review will not involve an examination for minor code requirements. Due to a lack of detail in preliminary submittals, it would be impossible to adhere to this office's review policy of "If it's not shown, assume it is wrong and cite it".
5. If you wish to make a recommendation to a designer, always include the leading phrase "You may wish to consider using the following recommendations, but you must remember that code compliance is the joint responsibility of the owner and the professional of record."
 1. Relocating the stair to an exterior wall.
 2. Redesigning the structure such that the pre-fab wood trusses do not pass through the required fire resistive barrier.
 3. Etc.

PRELIM

"Is Yours Working" ??

Smoke Detectors Save Lives !!

OFFICE OF STATE FIRE MARSHAL • 5150 FLORIDA BOULEVARD, BATON ROUGE, LA 70806
(504) 925-4911 1-800-256-5452

PRELIMINARY REVIEW

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6. Feel free to mark up their plans. This will assist them in understanding the review letter.
7. We are not code consultants, so if they submit a question, such as "How wide should I make the main entry/exit in this assembly occupancy?", respond with a statement such as "The professional of record must make the initial determination of width based on calculations of occupant loads and egress capacities required by code. This office will verify compliance/accuracy of those determinations".
8. Projects which receive a preliminary review will be classified as a resubmittal when returned for review with a new application and review fee. Publicly owned resubmittals for final review will not require a review fee.
9. Professionals calling for preliminary meetings should be encouraged to submit for a preliminary review. Inform them that a more complete written preliminary analysis is possible by review than in a meeting.

HCR/kmw

cc: Jerry W. Jones

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PRELIMINARY

ARCHITECTURAL PLAN REVIEW

This form is not to be used for reviews for construction. All Information is required do not leave any blanks.

Check ALL applicable Items Below

PROJECT NAME (BUSINESS NAME/BUILDING NAME) _____

PHYSICAL ADDRESS OF PROJECT (Street/Highway & Suite or Space No.) _____

CITY _____ OUTSIDE CITY LIMITS _____ PARISH _____
 INSIDE CITY LIMITS _____

ESTIMATED COST OF PROJECT \$ _____

EXISTING SQUARE FOOTAGE _____
 NEW SQUARE FOOTAGE _____
 RENOVATED SQUARE FOOTAGE _____

| | |
|--|---|
| <input type="checkbox"/> New Sprinkler System | <input type="checkbox"/> New Building |
| <input type="checkbox"/> Modify Sprinkler System | <input type="checkbox"/> Renovation |
| <input type="checkbox"/> Wet Hood System | <input type="checkbox"/> Change in Use |
| <input type="checkbox"/> Dry Hood System | <input type="checkbox"/> Tenant Finish |
| <input type="checkbox"/> Chemical System | <input type="checkbox"/> Shell Only |
| <input type="checkbox"/> Partial System | <input type="checkbox"/> Tanks Only |
| | <input type="checkbox"/> High Rise Tenant |
| | <input type="checkbox"/> New High Rise |

SPRINKLER SYSTEM YES NO

OCCUPANCY CHECK ONLY ONE BOX FOR BUILDING'S MAIN USE. THEN ENTER SQUARE FOOTAGE OF EACH OCCUPANCY CLASS IN PROJECT.

ARCHITECTURAL REVIEW FEE SEE OTHER SIDE OF FORM FOR REVIEW FEE SCHEDULE \$ _____

| | | | | | | |
|-------------|----|-----------------|----|------------|----|----------------|
| ASSEMBLY | sf | HOTEL/DORMITORY | sf | MERCANTILE | sf | UNUSUAL |
| EDUCATIONAL | sf | APARTMENT | sf | BUSINESS | sf | ONE TANK |
| HEALTH CARE | sf | LODGING | sf | INDUSTRIAL | sf | MULTIPLE TANKS |
| DETENTION | sf | BOARD & CARE | sf | STORAGE | sf | |

OWNER INFORMATION (This Information MUST be on every application)

NAME OF OWNER of Project, Building or Shopping Center _____ TELEPHONE () _____

MAILING ADDRESS (Street Address & PO Box or Suite No.) _____

CITY, STATE - ZIP _____

NOTE:
 No copy of preliminary review letters will be sent to anyone but the Professional of Record indicated below. This review is only for the sole use of the design Professional.

PROFESSIONAL OF RECORD ARCHITECT CIVIL ENGINEER

SIGNATURE _____

NAME OF PROFESSIONAL _____ LICENSE NO. _____

FIRM NAME _____ TELEPHONE () _____

FIRM ADDRESS _____

CITY, STATE - ZIP _____

USE THE FEE SCHEDULE ON THE BACK OF THE STANDARD PLAN REVIEW APPLICATION FORM

FOR FIRE MARSHAL USE ONLY

DATE RECEIVED 2/3/5

PROJECT NUMBER _____

REVIEW ARCHITECT _____

dps-sfm Prelim App 01

STATE OF LOUISIANA
Department of Public Safety and Corrections
Office of State Fire Marshal
5150 Florida Boulevard
Baton Rouge, Louisiana 70806
504-925-4920

V. J. BELLA
STATE FIRE MARSHAL

May 21, 1996

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PRELIMINARY ONLY
NOT - FOR - PERMITTING

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RE: P0123456
NFPA 101, 1994
L J Alleman Middle School
600 Roselawn Blvd
Lafayette

Lynn Guidry
The Angelle Guidry Partnership
224 St Landry St
Ste 2 C
Lafayette, LA 70506

Education

Dear Sir:

This review, at the request of the Owner and/or Professional of Record, is preliminary to the review of final construction documents and shall not be utilized to obtain construction permits.

Please be advised that we have reviewed the submitted information for the referenced project and have determined that it appears to satisfactorily conform with the adopted laws, codes, rules and regulations of The State Fire Marshal with the exception of the following requirements:

1. Various
2. Code
3. Deficiency
4. Comments
5. [INSERT NEW DATA HERE]

This review shall in no way permit or authorize any omissions or deviations from the specific requirements of the adopted codes, rules and regulations in accordance with R.S. 40:1574.1(B). The above review is valid provided that final documents are submitted for review prior to the adoption of additional codes, rules and regulations.

Final construction documents shall be submitted to and reviewed by this office prior to the start of any construction. Enclose a copy of this letter with

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future submittals and/or other correspondence pertaining to this project.

Sincerely,

Ellen M. McFarland
Architect

EMM/smi

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