

# Albany Fire Department Fire Site Plans for Commercial & Multi-family Residential Development



## Fire Site Plan Submittal Checklist – New Construction/Additions

Questions, contact Albany Fire Department: 541-917-7700

Note: This checklist and the listed plan sheets as identified are required to be submitted with all building permit applications for commercial and multi-family residential development consisting of new building construction and building additions, and, changes to site access, private fire hydrants and/or parking lot layouts/configuration.

### GENERAL SUBMITTAL REQUIREMENTS

- Plan sheets labeled “FD-1, FD-2...FD-n”, etc.  Yes
- Plan sheets with drawings properly scaled?  Yes

### GEOGRAPHIC (GIS) REFERENCE INFORMATION (Sheets FD-1 and FD-2 only)

- All site plan information geographically referenced to:  
**NAD\_1983\_HARN\_StatePlane\_Oregon\_North\_FIPS\_3601\_Feet\_Intl?**  Yes  N/A (Interior-only remodel)
- Location of property lines and “North” directional arrow?  Yes

### FIRE ACCESS AND WATER SUPPLY SUMMARY PLAN (Sheet FD-1)

- All new and existing public/private fire hydrants on and/or within  
600’ of the site?  Yes (Scale not to exceed 1”=100’)
- All public and private access roads on or directly serving the site, to  
include roads with fire hydrants as noted above.  Yes
- All new and existing building footprints on the site.  Yes

### FIRE SITE PLAN (Sheet FD-2) Scale not to exceed 1”=50’

#### **Building Location and Features (new and any existing buildings to remain on site)**

- Exterior walls, interior fire walls, interior enclosed/exterior  
stairways, elevator shafts and their fire-resistive rating (if any)?  Yes (Show only exterior wall locations of existing  
buildings)
- Location of all roof projections/overhangs from exterior walls?  Yes  N/A
- Location of roof surfaces > 30 feet above “Building Grade Plane”.  Yes  N/A
- Location of building entry/egress points and loading doors/docks?  Yes
- Location of building Knox Key Box?  Yes  N/A – No fire alarm/ fire suppression system,  
Hazmat or mixed commercial/residential use.
- Locations of all exterior trash/recycling enclosures/collection sites?  Yes  N/A – Only interior collection room(s) provided.
- Location of all exterior utility meters/shut-offs (Nat. gas, Electric).  Yes  N/A – All utility meters are located inside.
- Premises address signage location identified?  Yes  No – Site monument sign provided

#### **Water and Fire Hydrants**

- All existing public/private fire hydrants on and immediately adjacent  
to the site?  Yes (May require a separate sheet to show offsite fire  
hydrants for scaling purposes)
- New fire hydrants provided along required access roads?  Yes Only roads adjacent to buildings (OFC Appendix C)
- Most hydraulic remote private hydrant: Annotate with design flow  Yes  N/A (Show Static psi and GPM at 20 psi)
- All new/existing private fire water service mains and control valves  Yes  N/A
- Location of building Fire Department Connection(s) (FDC)?  Yes  N/A – Not protected with a fire sprinkler system

#### **Access and Roadways**

- Extent of fire access roadway(s) and any adjacent parking  
areas/width provided clearly shown?  Yes Use 20% shading/gradient to identify private  
fire access road width, excluding adjacent  
parking.

**Note:** Fire apparatus roadways are required to be provided at a minimum of 20 feet wide of improved surface. Buildings or facilities where the vertical distance between the grade plane and any portion of the roof surface exceeds 30 feet required to be provided at a minimum of 26 feet wide of improved surface for fire department aerial apparatus. At least one of the required access routes adjacent to the building as selected by the fire department meeting this condition shall be located within a minimum of 15 feet and a maximum of 30 feet from the building and shall be positioned parallel to one entire side of the building.

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### **FIRE SITE PLAN SHEET FD-2 [Continued]**

- Turning radii, including the associated center points and their arcs for each turn?  Yes  N/A – Private fire access roads not required.
- Road surface width and clearance height to overhead projections?  Yes  N/A – Interior improvements not impacting fire department access to the site.
- Annotations showing fire access roads located within 150' hose pull distance of exterior of all structures?  Yes  No (Mitigation proposed via AM&M)
- Walkable surfaces to required building openings shown?  Yes
- Location of vehicle parking and loading/unloading zones  Yes  N/A

### **Fire Lane Identification**

- YELLOW curbs are identified with bold or dashed lines or otherwise clearly annotated?  Yes  N/A (No curbs. Signs provided)
- Location of each "Fire Lane—No Parking" sign shown?  Yes  N/A (YELLOW curbs with lettering provided)

### **Gates and other Obstructions**

- Location of all gates, fences, road bollards and planters?  Yes
- Vehicle gates identified as manual or electric?  Yes  N/A – No gates proposed.
- Pedestrian gate provided adjacent to electric vehicle gate  Yes  N/A – No gates or manual gate provided.
- Emergency use-only vehicle gates have "No Parking" sign noted?  Yes  N/A – No manual gates proposed.
- Gate-required Knox key boxes/locks/switches are noted on plans?  Yes  N/A – No gates proposed.

### **Other Site Information**

- Premises ID/address monument location?  Yes  N/A (Address signage provided on buildings)
- Buildings >75' to highest occupiable floor called out?  Yes  N/A (No high-rise structures)
- Location and identity of all exterior aboveground storage tanks, private utility equipment (e.g. cell phone towers), non-vehicle storage areas or process equipment locations?  Yes  N/A
- Fire access/hydrant phasing plan provided?  Yes  N/A (No phasing of access/hydrant installation)

### **PROJECT FIRE DETAILS (Sheets FD-3 through FD-n as needed)**

- Vehicle gate detail drawings included on plan? (Include locking arrangement)  Yes  N/A (No gates)
- Road and walkway grades >10% shown on plan?  Yes  N/A (Grade <10%)
- Detail drawings of YELLOW curbs/"No Parking" signs provided?  Yes  N/A – No onsite private fire access roads.

### **PROJECT SUPPORTING DOCUMENTS**

- Alternate Materials and Methods request letter.  Yes  N/A (No alternate methods proposed)
- Fire Flow Calculation Form, to include required fire hydrant spacing required and proof of adequate water availability from water provider?  Yes  N/A (Only for new building, building additions or changes in use) See OFC Appendix B
- Engineer's certification letter that required new/improved roads are an all-weather surface that will accept 75,000 GVW?  Yes  N/A (No new road/existing road improvements)
- AFD vehicle gate notes/specifications included on plan?  Yes  N/A (No gates)
- Copy of the County recording on the parcel of any emergency vehicle access easements shown on the plans?  Yes  N/A (No emergency vehicle access easements required/provided)
- Copy of the County recording on the parcel of any fire suppression water supply requirement alternative?  Yes  N/A (No alternative required)

**NOTE:** This is only a listing of basic fire site plan submittal requirements. Other information or requirements may be necessary depending on conditions specific to each project.