

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### **BD-PP-0009**

#### **FIRE AND LIFE SAFETY PLAN REVIEW**

##### **Policy Summary:**

Outlines the respective roles of the Community Development Department and the Fire Department in the Fire and Life Safety Plan Review (FLSPR) process.

##### **Background:**

The Community Development Department was created to facilitate development by consolidating all of the primary development review functions into one department and physical space. Customers may bring all development-related questions to Community Development Department, submit plans, and obtain all necessary permits at this one location. Community Development Department staff have the responsibility to involve as appropriate all other departments in this process. Procedures have been established for the involvement of Public Works, Parks and Recreation, Planning, and Engineering. As a substantial portion of the process speaks to fire protection considerations, it is essential that the Fire Department play a prominent role in this process.

The Community Development Department will strive to work with all appropriate departments in all development review processes. The local Building Official has the responsibility under ORS 479.155 to review plans, specifications, and related building construction documents for compliance with the fire and life safety sections of the State of Oregon Structural Specialty Code (Building Code). The FLSPR approval is the statutory responsibility of the Building Official. However, the Fire Chief, or his/her designee, assumes responsibility for the fire and life safety of a building upon issuance by the Building Official of the Certificate of Occupancy. Therefore, active involvement of the Fire Department is vital to the fulfillment of the fire and life safety responsibility.

Historically, the FLSPR process has been a cooperative effort between Community Development Department staff and the Fire Department. In general, the Community Development Department Plans Examiner reviewed fire and life safety issues related to the determination of occupancy group and required type of construction and specific requirements related to exterior firewall protection, allowable floor areas and building

heights, roof coverings, and electrical and HVAC systems. The Fire Marshal generally reviewed fire department access.

**Discussion:**

The primary goal of both the Fire Department and the Community Development Department with respect to the FLSPR process is to insure that the service is provided to our customers in an accurate, timely, cost-effective, and professional manner. The "one-stop" concept offered through Community Development Department will continue, and the responsibility of the Building Official to accept and process FLSPR applications will also continue. Because a substantial portion of these services relate to fire protection, it is essential that the Fire Department be provided the opportunity by Community Development Department and respond to FLSPR issues within the associated time periods.

**Policy:**

1. The Building Official has the authority and responsibility for the FLSPR process.
2. Fire Department input is considered essential, since the Fire Chief (or designee) assumes regulatory responsibility for the fire and life safety of a building as soon as the Certificate of Occupancy is signed.
3. Procedures will be adopted to ensure adequate opportunity is provided by Community Development Department and that responsive comments are conducted within specified timelines by the Fire Marshal.
4. All FLSPRs will be done in accordance with applicable laws, codes, and standards as adopted by City ordinances.