

A1.3

Code Compliance, Code Analysis and Building Permits

NOTE: Significant revisions or additions to the previous standards are highlighted in italics.

GENERAL

All projects require a code review and acceptance from the Authority Having Jurisdiction (AHJ) before specific phases of the project can be started. Failure to follow the submittal process will result in possible delays, redesign and/or fines from the AHJ.

The Authority Having Jurisdiction for projects completed for the State of Kansas is, by statute, the Office of the State Fire Marshal (OSFM, or KSFMO). Some of the AHJ's duties are delegated by memorandum of understanding by the State Fire Marshal's office to the State of Kansas, Dept. of Administration, Office of Facilities & Property Management - Design, Construction & Compliance (OFPM-DCC).

The OFPM website - [here](#) provides current review requirements and submittal forms and is updated often. Changes are made without prior notice; therefore submittal documents must be downloaded and used from their site. Failure to use the correct form might result in a review delay.

As of January 1, 2015 OFPM will no longer be reviewing and accepting code footprints or temporary egress/construction separation documents for projects that fall under the jurisdiction of the Office of the State Fire Marshall (OSFM, or KSFMO). OSFM will be responsible for the review and acceptance of these documents for all agencies as outlined in KAR 22-1-7. OFPM will continue to coordinate all reviews, so the submittal process as outlined in the OFPM manual and use of OFPM forms remain unchanged. OFPM will continue to issue Project Acceptance Form 125 when OSFM has completed their review and OFPM has received the signed code footprint.

A/E will be required to submit a separate document to OFPM that includes toilet fixture and accessibility requirements.

The Agency and Project A/E contacts as listed on the Request for Review form will be copied by email on all correspondence sent from OFPM to OSFM.

This State of Kansas process is subject to further changes and refinements, so Project Designers shall verify the current code footprint review and approval processes for each project before beginning the design phase.

CODE ANALYSIS

The Architect/Engineer is responsible for providing a full analysis of code compliance for every design, and to document that analysis on a Code footprint. FPD is responsible to oversee this process, and to review submittal documents for completeness and adherence to OSFM, OFPM and FPD standard practices.

KU's FPD *Code Compliance team* are FPD staff who are responsible for managing all associated submittal processes, and for reviewing the fire and life safety systems for all

projects for compliance with the listed building codes and regulations, and with the Kansas Fire Prevention Code, throughout the design and construction process.

CODE FOOTPRINT

A code footprint (CFP) will be required on all University of Kansas projects, including those which are privately-funded and which are being built on non-state property and are therefore subject to code review and permitting by a City AHJ, such as the City of Lawrence or the City of Overland Park. The following guidelines apply to all KU projects.

- ☐ Submit per OFPM and FPD graphic standards.
- ☐ *If you're unsure if a code footprint is required or not, review and answer all OFPM "Is A Code Footprint Required" form check sheet items and confirm with FPD Code Compliance Coordinator.*
- ☐ Utilize OFPM symbol legend; do not delete any symbols, symbols can be added.
- ☐ Utilize FPD templates for cover sheet and for site and floor plans. CFPs which do not use the standard KU template will be rejected. FPD will provide the current code footprint template to Project Designers upon request.
- ☐ Include all required items per KSFM Fire Fact 61 and OFPM Building Manual see chapter 7.
- ☐ Include all existing and proposed special agreements which would include any alternate means and methods that would need to be negotiated during the design process. IMPORTANT- if any alternate method is not documented on the CFP it is NOT agreed to and will be rejected.
- ☐ Utilize 11x17 inch sheet format, black and white, in the approved AutoCAD format.
- ☐ Inserted complete CFP on the construction documents at a 1:1 scale - never reduced or oriented differently than the floor plans on the contract documents. Utilize original signed and sealed CFP on CDs if available at the time of printing. Issue the signed and approved document as a change order to make it a part of the Contract Documents if not included on the original CD sheets.
- ☐ The CFP shall be strictly in accordance with the prescribed codes. Variances, alternate means and methods or equivalent designs will not be considered in new construction unless agreed to by the Authority Having Jurisdiction (AHJ) and by the agency (KU-FPD) in writing before the Schematic Design stage is complete.
- ☐ When utilizing the KU small scale drawings, Designers are required to field-verify all critical information that may affect or be affected by the project's particular requirements. KU small scale drawings are diagrammatic and may not reflect recent changes to the building.
- ☐ Provide an As-Built CFP if changes were made during construction that affect the content of the CFP. Submittal shall be in both AutoCAD and PDF formats to FPD. All sheets in a PDF submittal shall be in one file.
- ☐ Provide a separate electronic submittal, along with a complete printed copy of the CFP submittal to FPD Code Compliance, attention: kudcm@ku.edu
- ☐ CFP shall include, but may not be limited to, the following information:

- ☐ The total gross square footage of each level in the facility.
- ☐ Occupancy group(s) and separations with graphic lines.
- ☐ Type(s) of construction.
- ☐ The square footage of each assembly occupancy and the calculated occupant loads within each space.
- ☐ Chemical control zones with projected chemical quantities (research labs).
- ☐ Dashed line of major egress routes to required exits, with cumulative occupant loads at junctions with tributary egress routes.
- ☐ Clearly designate each required exit, at both interior and exterior locations.
- ☐ Provide total occupant load & calculated egress width at each required exit & actual exit width per graphic legend.
- ☐ Indicate areas of refuge at required exits that are not accessible exits for the disabled, in non-sprinklered buildings.
- ☐ Hourly ratings for fire-rated walls, partitions and roof-ceiling assembly; include in bid docs, as part of partition schedules, details, &/or wall sections or building sections.
- ☐ Fire extinguisher locations and lines indicating radii of coverage in public access area, per NFPA 10. Show required extinguishers in labs or special systems.
- ☐ Local hydrant tests related to water pressure and volume for sprinkler system design if applicable. The information must be no more than 3 years old.
- ☐ Location of fire hydrants and fire access lanes on site. Graphically show the 300 foot radius to fire apparatus and 150 foot radius for fire hose reach requirements from the staged apparatus to every exterior part of the building.
- ☐ Distances from building to assumed or actual property lines.
- ☐ Standpipe and post indicator valve locations.
- ☐ Primary fire department access, verify with *KU Compliance Coordinator* and City fire department.
- ☐ Fire Department "Knox box" locations on exterior of building.
- ☐ Main fire alarm control panel and remote annunciator panel locations.
- ☐ Area Of Refuge master intercom call station location, if provided
- ☐ Storm shelter locations, if any.
- ☐ Show other critical code compliance and life safety information.

Temporary Egress Plan: Show locations of temporary exit stairs and/or egress paths during construction on a separate temporary egress sheet, if needed. Show 1 hour fire-rated construction separation partitions; *not less than 1/2"* gypsum board on each side of metal studs at 24" o.c.; joints do not need to be taped.

PERFORMANCE-BASED DESIGN

Performance-based code compliance design shall not be allowed or considered in new construction, and is discouraged in all cases. Performance-based design will be considered for projects in existing facilities only on a case-by-case basis.

SUBMITTAL PROCESS - GENERAL

Refer to of the OFPM “*Building Design and Construction Manual*” for detailed OFPM requirements of the submittal and inspection processes outlined below. All submittals must be processed through FPD. Submittals sent directly to OFPM will not be processed without special prior arrangements agreed to by FPD and OFPM.

Compliance Submittals: All compliance submittals must go through FPD PM, who will send review comment to FPD Code Compliance for completeness and submit to OFPM. If items are found which need correction, comments will be issued by FPD to the A/E.

OFPM State Project Number: Must be included on all Requests for Review forms and documents sent to OFPM. The KU project name and number must also be included. Both numbers shall be listed in the subject line of emails to FPD, KSFMO and OFPM which are related to the code compliance review submittals and correspondence.

Is a CFP (Code Footprint) Required: Project Designers shall consult with FPD if they feel a CFP may not be required, and FPD will consult with KSFMO and/or OFPM as necessary to make a final determination.

Review Time: KSFMO and OFPM typically require a minimum of 30 days for review and processing of each submittal. After that duration, it is recommended that the A/E request a status update on the review from OFPM through FPD Compliance Admin and Copy the FPD Project Manager.

SUBMITTAL PROCESS - CODE FOOTPRINTS

Code Footprint (CFP) Preliminary Submittal: In-progress CFPs shall be submitted to FPD Compliance during the Schematic Design phase, at the earliest possible opportunity. FPD review at this stage is to provide feedback and guidance to the Project Designer, and to confirm that a code-compliant project design is being proposed.

CFP Final Submittal: A signed and sealed final CFP is required to be submitted by the Project Designer to FPD Compliance immediately following the conclusion of the Design Development phase of work, along with a completed Request for Review form. These will be reviewed by the FPD Project Manager and the Code Compliance specialists before the Agency signature is applied. If FPD does not believe them to be fully code-compliant, FPD will issue comments and directions to the Project Designer, who will then make the necessary revisions and re-submit the final signed/sealed CFP and Request for Review form to FPD for processing.

- ☐ Designers shall submit the following documents to FPD Compliance for processing:
 - ☐ One, clearly legible, digital CFP on 11x17 .pdf format
 - ☐ If file is too large for traditional email, it must be transmitted via digital file sharing methods.

- ☐ One, digital Request for Review forms. The Agency contact on this form shall be listed as Mark Reiske for all projects.
- ☐ FPD Compliance will then forward the CFP submittal documents to OFPM, who will forward to KSFMO for formal approval.

CFP Comments: KSFMO's comments are submitted by OFPM to the Single Agency contact and to the A/E listed on the Request for Review form. It is the responsibility of the A/E to respond directly to KSFMO and/or correct the CFP per KSFMO's comments and copy FPD Compliance and the necessary FPD parties. Revised CFPs, if needed, will require a re-issue of the package and re-submittal through FPD.

CFP Approval: A Permit to Build for approval to start construction will typically be withheld pending final submittal and approval of the construction documents (CD) by OFPM.

SUBMITTAL PROCESS - CONSTRUCTION DOCUMENTS

Construction Documents (CD) Preliminary Submittal: *Project Designers shall submit preliminary CDs to FPD for preliminary review and comments, since they have project management responsibilities. OFPM will offer preliminary code clarification on specific issues if identified clearly; however, they will only fully review the construction documents when they are final and sealed.*

CD Final Submittal: Designers shall submit a final sealed set of plans to OFPM through FPD, using the same process as the CFP submittal, even if they receive those same plans for printing.

- ☐ It must have its own Request for Review form and be tracked separately.
- ☐ If OFPM is printing the construction documents, Designers shall still send a separate sealed set through the process above to be properly reviewed. Failure to do so may result in a delay in getting the Permit to Build.

CD Comments: Same process as CFP comments. Please respond to each item, correct drawings as needed and copy all necessary parties. Supplemental drawings are recommended.

Construction Document Acceptance: OFPM will send an electronic acceptance form to the Agency Contact (Tanya Shaw- FPD Compliance Administrator) and the A/E.

- ☐ FPD will then process the acceptance, verify accuracy, log all activities.
- ☐ Changes, *revisions or clarifications* to the design after this point which affect code compliance features must be submitted to OFPM and the FPD Code Compliance Coordinator for review.
- ☐ Changes to any features shown on the CFP will require the CFP to be updated and re-accepted before a Certificate of Occupancy can be issued by OFPM. The CFP re-submittal shall be done using the original process submitted for review and signature to FPD.

SUBMITTAL PROCESS - SHOP DRAWINGS

Fire Alarm Shop Drawing Submittal: This is required before the construction work can start on the fire alarm system. The A/E is to submit the engineered reviewed shop drawing and a

completed Request for Review form to FPD Compliance. After FPD Compliance review, they will be submitted to OFPM for final compliance and acceptance.

Fire Sprinkler Shop Drawing Submittal: This is required before the construction work can start on the fire sprinkler system. The A/E is to submit the Engineered reviewed shop drawing along with a Request for Review form to FPD Compliance. After a FPD review they will be submitted to OFPM for final compliance and acceptance.

Note: Failure to include the Request for Review form or sending the shop drawings directly to OFPM will result in them not being reviewed, which will result in a denial of the Certificate of Occupancy at the time of project completion.

BUILDING PERMIT

A building permit will be issued by OFPM to the FPD Code Compliance Coordinator and is required before construction is permitted to proceed on all projects on State of Kansas and KU Endowment-owned property.

- ☐ City permits and City inspection are required on KU Endowment-owned land.
- ☐ Projects on privately owned land and KU Endowment land are subject to the Jurisdiction of the City in which they are located. For the City of Lawrence, City review, permitting and inspections apply. *If the buildings are for the use of University personnel and programs, they are also subject to State Fire Marshal and FPD Code Compliance Coordinator inspections.*
- ☐ Projects started without a building permit will be stopped. Possible fines of \$1,000 per calendar day will be assessed by the State Fire Marshal, along with an order to Cease and Desist sent to the Chancellor. To avoid this legal action from the State, the FPD Code Compliance Coordinator shall issue a stop work order.

CERTIFICATE OF OCCUPANCY

- ☐ **Final or Partial:** OFPM requires the A/E to request the Certificate of Occupancy concurrent with the request for the OFPM field inspector's inspection. Partial occupancy can be granted if an area is completed and defined as such on a plan by the A/E.
- ☐ **Temporary Certificate of Occupancy:** OFPM will NOT issue temporary Certificate of Occupancies. If a project or area is not complete, they will not issue the Certificate of Occupancy and the area requested cannot be occupied. If found occupied, OFPM will send a notice to the State Fire Marshal who will order a Cease and Desist and assess a fine.