



# Richmond Fire Department

## Prevention Services Division



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## FIRE PLAN REVIEW INFORMATION

### SUBMITTAL REQUIREMENTS:

A submittal consists of a completed Plan Review Application, fee payment, and three (3) sets of plans and one (1) PDF on a Universal Serial Bus (USB) flash drive of the final draft. Separate applications, fees, and plan sets are required for each **Plan Type** – see Page 2 of the Plan Review Application for a list of Plan Types. Incomplete submittals will not be processed. Plan sets consisting of multiple Plan Types will not be separated by our staff – it is the Applicant's responsibility to separate the plans by type and to provide an application and fee payment for each Plan Type submitted for review.

**CERTIFICATE OF RELEASE:** This applies to single-family residential construction only (new homes or home additions).

**EXPEDITED PLAN REVIEW:** An Expedited Plan Review should be completed within 10 business days. Plans submitted under this process will remain as Expedited through final approval. Expedite fees are due and payable when the plans are submitted – this includes the initial submittal and **every re-submittal**. (See Page 2 of this form for a list of Expedited Plan Types.) **Additional fees apply (Refer to Fee Schedule).**

**FEE PAYMENTS:** Plan Review Fees are paid when the plans are submitted. Payment can be made by check or money order, in cash (exact amount only), or by credit card (Visa or MasterCard).

**OVER-THE-COUNTER PLAN REVIEW:** Over-the-Counter reviews are **available on Wednesdays from 9:00 a.m.-12:00 p.m. and Fridays from 9:00 a.m.-4:00 p.m. (15 minute increments – additional fees apply to time over 15 minutes and will be assessed at per half hour base fee \$112.00)** See Page 2 of this form for a list of Over-the-Counter Plan Types.

**PERMIT NUMBERS:** A 7-digit **Permit Number (e.g., 15-00001)** is assigned to track each submittal and is printed on the Fee Receipt; please refer to the Permit Number when calling our office to discuss a plan review or to schedule an inspection.

**PLAN PICK-UP / BIN ASSIGNMENTS:** After the plan review has been completed, the Applicant's contact person will be called and given a Bin Number or Bin Letter, which designates an interim storage location for the plans. Please have the Bin Number or Bin Letter available when retrieving plans.

**RE-SUBMITTALS:** Plans that are not approved must be corrected and re-submitted. A Re-submittal fee (\$226) **plus** the cost of review time in excess of one (1) hour apply for each Re-submittal. Expedited Fees may apply in lieu of Re-submittal fees.

Not all Plan Types qualify for Expedited or Over-the-Counter plan reviews. The following lists represent the Plan Types which can be fast-tracked:

**EXPEDITED:**      **ADDITIONAL "PR 14.2" FEES APPLY – PLEASE CONSULT THE FEE SCHEDULE**

- Aboveground Tank Installation (Commercial) – PR – 7.2
- Commercial Building Addition (under 10,000 sq. ft.) – PR – 3 **(Approved Civil plans required)**
- Commercial Building – New (under 10,000 sq. ft.) – PR – 3 **(Approved Civil plans required)**
- Fire Alarm Systems (areas under 10,000 sq. ft.) – PR – 6
- Hood & Duct Systems – PR – 5.12
- New Building Plans (areas under 10,000 sq. ft.) – PR – 3 **(Approved Civil plans required)**
- Paint Spray Booth – PR - 5.7
- Propane Tank – Aboveground (Commercial) – PR – 13 & PTO – 27 – PTO – 27.4
- Propane Tank – Aboveground (Residential) – PR – 13 & PTO – 27 – PTO – 27.4
- Propane Tank – Underground – PR – 13 & PTO – 27 – PTO – 27.4
- Solar Panels (areas under 10,000 sq. ft.) – PR – 13
- Special Events, Tents, Festivals – PTO – 43.5 **(Tents require additional permit and fees)**
- Sprinkler Systems Commercial (areas under 10,000 sq. ft.) – PR – 5 thru PR - 5.10 depending on system type  
***Residential sprinkler plans cannot be expedited***
- Tenant Improvements (areas under 10,000 sq. ft.) – PR – 3.2 thru PR - 3.2.2
- Underground Fire Systems Emergency Repair – PR – 4 **(Approved Civil plans required)**
- Other Miscellaneous Expedited Review Request – PR 14 thru PR – 14.3

**OVER-THE-COUNTER:**      **ADDITIONAL "PR – 1" FEES APPLY – PLEASE CONSULT THE FEE SCHEDULE**  
***Over-the-Counter plan reviews are available Wednesdays between 9:00 a.m. – 12:00 p.m. and Fridays 9:00 a.m. - 4:00 p.m.***

- Aboveground Tank Installation (Commercial) – PR – 7.2
- Carnivals, Circus, Fairs – PTO – 4.0 – 4.3
- Civil Engineering Plans – Public Schools – PR – 13 **(Exception: new school campus plan review) (Requires complete and specific information regarding the amount of fire flow available, location of hydrants, and access)**
- Commercial Building Addition (under 2,000 sq. ft.) – PR – 3 **(Approved Civil plans required)**
- Commercial Building – New (under 2,000 sq. ft.) – PR – 3 **(Approved Civil plans required)**
- Enhanced Vapor Recovery – PR – 7.4
- Fire Alarm Systems – Installation/Relocation of not more than **5 alarm devices** with no increase to the power load of the existing circuits – PR – 6 & PR – 6.1
- Flow & Tamper alarm systems – PR – 6.2
- Propane Tank - Aboveground (Commercial) – PR – 13 & PTO – 27 – PTO – 27.4
- Propane Tank - Aboveground (Residential) – PR – 13 & PTO – 27 – PTO – 27.4
- Propane Tank – Underground – PR – 13 & PTO – 27 – PTO – 27.4
- Sprinkler Systems – Installation/Relocation of no more than **20 sprinklers total and not involving hydraulic calculations** – PR – 5 thru PR - 5.1.2 (Requires PR – 3.2)  
***Residential sprinkler plans cannot be reviewed Over-the-Counter***
- Tenant Improvements (under 2,000) – PR – 3.2 thru PR – 3.2.2
- Tents & Canopies – PTO – 43 thru PTO – 43.5
- Underground Fire Systems Emergency Repair – PR – 4 **(Approved Civil plans required)**