



Community Safety Services Division  
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pfafireprevention.org

## **PLAN REVIEW GENERAL REQUIREMENTS NEW CONSTRUCTION / TENANT FINISH**

*This plan review is for general compliance with the International Fire Code and Amendments, as adopted by the City of Fort Collins, Poudre Valley Fire Protection District, and the Town of Timnath. The applicant is responsible for meeting all requirements of this code before final approval is granted by Poudre Fire Authority. The Authority's approval of drawings, designs, plans, and specifications shall not in any way relieve the applicant of responsibility for the technical accuracy of the work. The list below is general requirements that if applicable to your plan review will be checked at the final inspection.*

- **Address—unless buildings have individual street addresses the following applies**
  - Residential-Multi-Family:
    - Street address numerals visible from front entry signage, 6 in. min.
    - Buildings identified with alphas, visible from front and fire lane, 6 in min.
    - Dwelling Unit numerals posted on front door, 4 in. min.
  - Commercial
    - Street address numeral posted on building, 6 in. min.
    - Suites/units addressed and posted upon or above front door, 4 in. min.
  - Numbers shall contrast with the background.
- **Knox Box Required with Fire Code System**
  - Keys for: Riser Room, Fire Panel, Exterior Doors, Elevator, Gates
  - RP Card: 3 names of contacts
- **Fire Extinguishers**
  - A 5 lb ABC extinguisher provided for every 3,000 sq ft and cover 75 ft of travel distance.
- **Exit Signage and Emergency lighting will be tested.**
  - Exit signs shall lead you to the nearest exit, and shall be visible to the next one without being more than 100 ft apart.
  - Chevrons should indicate direction.
  - Illuminated signs shall be provided with emergency power.
- **Exit Door Hardware**
  - Exit hardware for the front entrance may be a key lock provided a sign indicates “*These doors to remain unlocked when occupied*” is prominently displayed and latch is distinguished as being locked.
- **Generators will be tested if a fire code required system is installed.**
- **Communication Evaluation**
  - Test to determine fire department communications are adequate.
  - Test of communication systems from critical areas.
- **Occupant Load Sign required for Rooms of Assembly (over 49).**