Fire Prevention
Administrative Policy

<table>
<thead>
<tr>
<th>Policy Number: AP-10-104.2</th>
<th>Title: Plan Review Process - Development</th>
<th>IFC Reference: 104.2</th>
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</thead>
<tbody>
<tr>
<td>Date Revised: 01/01/15</td>
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<td>Fire Marshal:</td>
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<td>Information Bulletin: N/A</td>
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Scope:
This policy establishes the process and routing for the submittal and review of Development and Conceptual Reviews for projects located within the boundaries of the PFA.

Definition:
- Development Plan Reviews received via mail or email
- Permit Technician enters into High Plains and obtains Project and Plan Review Number
- Fire Protection Technician completion of review and report findings to submitting agency
- Permit Technician data entry and filing
- This process applies to development reviews within the City of Fort Collins, Town of Timnath and unincorporated portions of Larimer County within the boundaries of the PFA.

Policy:

1. Development site plans, to include commercial and residential, submitted to PFA CSS for review will be received by the Permit Technician.

2. Data from the plans will be entered into High Plains by the Permit Technician and then placed in the inbox/date due order in to the Fire Protection Technician office for review.

3. The Fire Protection Technician will complete the review and return comments to the appropriate jurisdiction. The original plans and submittal sheet will be given to the Permit Technician and a file created for filing.

4. The Development Review and comments are tracked through High Plains and also filed with appropriate agency i.e. City of Fort Collins, Larimer County or Town of Timnath. A Development file will be created for the project and the original plans and Project Comment Sheet will be maintained in the file in the Bureau file room for three years at which time they will be moved to the permanent storage files on the third floor.