



**As you know, the Oklahoma State Fire Marshal (OKSFM) will accept medical marijuana building plan reviews conducted by ICC Plan Review Services.**

Your business is important to us, we are diligently working to provide a quality service in a timely manner. Please find the following steps that are necessary to complete a project.

**1. Submit your project. We have a client-based online system that will allow you to submit your project. Our online system is located at: <https://planreview.iccsafe.org/> .**

We will address projects on a first submitted-first reviewed basis.

a. The Oklahoma State Fire Marshal review is a special review that doesn't fit within our current discipline options. Please select the "Limited" Review Option and specify OKSFM review in the comments.

**b. Please note: If you have any issues uploading documents, please complete your project request and email Coraya Siwy at [csiwy@icc-nta.org](mailto:csiwy@icc-nta.org) a file share with your documents.**

c. Fees: The following pricing structure will be utilized for Third Party Reviews for medical marijuana building plan reviews conducted by ICC Plan Review Services. Plans will be reviewed according to requirements set forth by OKSFM.

- o \$2,250 for 10,000 sq. ft. or less
- o \$3,250 for 10,001 to 20,000 sq. ft.
- o Above 20,000 sq ft- Please submit your project and request a fee quote.
- o Included in the fees are one initial review and one complimentary re-review.

d. Once we place your project in our schedule, you will receive an email from our coordinator with the approximate completion date.

**2. Completed review. Once our review is completed, we will send comments, or an approved plan set, through our online portal system.**




- a. For projects with comments, you will need to address all items in your plans and provide a written response. When you're ready to re-submit, please log in to your plan review portal account and request a re-review.
- b. For projects with approved plans, please move forward to step 3.

**3. Submit your approved plans to OKSFM**

- a. Once building plans are approved by third party you must print (2) hard copy sets to scale. Plans should have third-party approval stamps shown on plans.
- b. Submit (2) hard copy sets, a CD/thumb drive of approved digital plans, OKSFM application (New or Existing), and associated contractor letters as applicable or required documentation.
- c. Payment to OKSFM will be required in the amount of \$0.10 cents per square foot at the time of submittal.

**The following items should be addressed at the time of submission of your review.**

Click to jump to page in this document:

-  "1-17-18 Building Plan Review Submittal Requirements": Please ensure the Submittal Requirements are met.
-  "OK Architect Requirements": For your Reference.
-  "NO MEP - 2016 Building Plan Submittal Requirements-12-1-2016": For your Reference.



**STATE OF OKLAHOMA  
OFFICE OF THE STATE FIRE MARSHAL**

## **Building Plan Review Submittal Requirements**

The following is a list of requirements for all plan submittals. Any information that is not provided may result in the plans being rejected and returned without review.

**EACH SEPARATE BUILDING MUST BE PERMITTED SEPARATELY.**

**EACH SAFE ROOM/STORM SHELTER MUST BE PERMITTED SEPARATELY.  
BUILDINGS WITH A SAFE ROOM/STORM SHELTER WITHIN A BUILDING MUST BE PERMITTED SEPARATELY.**

**A PHASED PROJECT MUST BE PERMITTED SEPARATELY.**

**A PROJECT WITH A REMODEL AND NEW CONSTRUCTION MUST BE ACCOMPANIED BY A NEW BUILDING APPLICATION AND AN EXISTING BUILDING APPLICATION.**

### **Transmittal**

1. Completed Transmittal Form with all fields filled-in.
2. Name of the project.
3. Physical street address, city, county and zip code.
4. Type of Construction – IA, IB, IIA, IIB, IIIA, IIIB, IV, VA, VB (Verify Table 601 is applied to IA, IB, IIA, IIA, IIIB, IV, VA)
5. Use and Occupancy Classification –
  - Assembly Group A. A-1, A-2, A-3, A-4, A-5
  - Business Group B.
  - Educational Group E.
  - Factory Group F. F-1, F-2
  - High –Hazard Group H. H-1, H-2, H-3, H-4, H-5
  - Institutional Group I. I-1, I-2, I-3,
  - Mercantile Group M.
  - Residential Group R. R-1, R-2, R-3, R-4
  - Storage Group S. S-1, S-2
  - Utility and Miscellaneous Group U
6. Total Square Foot including all floors and roof overhangs (covered patios, decks, balconies) New and Existing (if applies)
7. Occupant Load. New and Existing (if applies)
8. Number of Stories
9. Architect, Designers, Professional Engineer stamp, signature, license # and contact information (Wet or Dry Stamp with signature) (Refer to the State Architectural Act for the occupancies requiring a licensed Oklahoma architect and the State Engineering Act for occupancies requiring a licensed Engineer)
10. New Construction or Remodel Project with Scope of Work Letter
11. Plan Review fee payment or PO issued

## Code Sheet

### 12. Code sheet identifying:

- The list of adopted codes and its year used for the building design
- Occupancy type
- Special use and occupancy requirements (IBC Chapter 4 and IFC)
- Total square footage. New and Existing (if applicable)
- Actual and Allowable building heights and areas
- Frontage increase applied. Provide calculations
- Fire sprinkler increase applied. What percentage? Provide calculations
- Unlimited area building (if applicable)
- Type of construction. New and Existing (if applicable)
- Fire and smoke protection features installed
- Interior finishes classification
- Fire protection systems being installed
- Occupant load New and Existing (if applicable)
- Occupant load per room including occupant load factor and square footage per room
- Occupant load per exit door including occupant load factor. New and Existing (if applicable).
- Travel distance
- Corridor ratings
- Accessibility requirements met
- Roof assembly construction and rating
- Elevator installed-electric or hydraulic
- Directives applied if any from OSFM website. Identify which will be applied
- Alternatives accepted? Specifically identify
- Fire walls, ratings, and UL Design (Provide copy of UL documents)
- Fire barriers and ratings
- Fire partitions and ratings
- Fire Doors, ratings, and UL Design (Provide copy of UL documents)
- Fire Windows, ratings, and UL Design (Provide copy of UL documents)
- Identify any deficiencies. Provide a plan of action, from the architect, to fix any problems identified during initial design (1 week)
- Identify all Oklahoma Uniform Building Code Commission changes to the current adopted building codes that have been applied during the design of this project

### **Site Plan**

13. Site Plan showing the location of all surrounding buildings, fire department access roads and fire hydrants.

- Identify the New and Existing (if applicable) Building areas
- Identify in feet the distance between all buildings
- Identify all buildings within 30' of the primary building
- Identify all lot lines indicating the private property side and public property side
- All fire department access roads must be at least 20' wide.
- Identify with a line and a distance in feet showing all hard surfaces used by fire apparatus within 150' of all sides of the building. This distanced is as the hose is pulled off a truck on a hard surface and not as the crow flies.
- Identify all fire hydrants as new or existing
- All new fire hydrants must be installed within the Public Easement. A fire hydrant is required to be installed within 400' of a non-sprinklered building and 600' of a sprinklered building. The new fire hydrants are measured as the hose lays off the back of the fire truck on a hard surface and not as the crow flies.
- Identify with a line and a distance in feet showing the travel of a fire apparatus from the fire hydrant to all sides off the building as the hose lays off the back of the fire truck on a hard surface and not as the crow flies. (400' for non-sprinklered buildings and 600' for sprinklered buildings)
- Identify all designated fire department access lanes

### **Demolition Plan for All Existing Buildings**

14. Building Layout:

- Entire building layout
- Dashed lines showing all walls being demolished
- Dashed lines showing all doors being demolished
- Details identifying the scope of work being done
- Identify any fire walls being affected
- Identify any fire barriers being affected
- Identify any fire partitions being affected

## **Life Safety Plan**

### 15. Life Safety Plan:

- Entire building layout. New and Existing (if applicable)
- Occupant travel distance in feet
- The location of all fire walls and its rating. Provide the UL design cut sheet
- The location of all fire barriers and its rating
- The location of all fire partitions and its rating
- The location of all draft stopping
- The location of all fire extinguishers with the associated travel distance
- The location of all load bearing walls and its rating
- Location of all rated doors, ratings, and door swing
- Location of all rated windows and its rating
- Location of all Rescue Windows
- Occupant load per room including the occupant load factor and square footage per room
- Occupants per exit door and its occupant load factor. New and Existing (if applicable)
- Dead end corridors

## **Building Layout**

### 16. Building Layout Plan:

- Fire Dampers
- Smoke Dampers
- Location of all Fuel Burning Appliance-Fuel Burning Fireplace-Fuel Burning Forced Air Furnace locations with ducting
- Emergency lights
- Exit signs

## **Building Elevation**

### 17. Building Elevation Plan:

- Building Height
- Floor Elevations
- Roof Slope
- Dead loads within 10' of the roof edge must have guards

## **Plans**

18. An Architect/Engineer's or sub-contractor written statement concerning the **foundation** on letterhead identifying code compliance with all the applicable codes in relation to the specific being built. The letter must identify the project name address, county, dated, signed, and stamped.
19. An Architect/Engineer's or sub-contractor written statement concerning the **structural** on letterhead identifying code compliance with all the applicable codes in relation to the specific being built. The letter must identify the project name address, county, dated, signed, and stamped.
20. An Architect/Engineer's or sub-contractor written statement concerning the **mechanical** on letterhead identifying code compliance with all the applicable codes in relation to the specific being built. The letter must identify the project name address, county, dated, signed, and stamped.

21. An Architect/Engineer's or sub-contractor written statement concerning the **electrical** on letterhead identifying code compliance with all the applicable codes in relation to the specific being built. The letter must identify the project name address, county, dated, signed, and stamped.
22. An Architect/Engineer's or sub-contractor written statement concerning the **plumbing** on letterhead identifying code compliance with all the applicable codes in relation to the specific being built. The letter must identify the project name address, county, dated, signed, and stamped.
23. **Energy Conservation** requirements omitted by the OUBCC.
24. An Architect/Engineer's or sub-contractor written statement concerning the **safe room** on letterhead identifying code compliance with all the applicable codes in relation to the specific being built. The letter must identify the project name address, county, dated, signed, and stamped.
25. Two (2) sets of (paper) plans, signed and stamped by architect, designer or professional engineer. Include limited architectural sheets, mechanical sheets if fire and smoke dampers are installed and/or the location of all Fuel Burning Appliance-Fuel Burning Fireplace-Fuel Burning Forced Air Furnace locations with ducting, and electrical sheets showing all emergency light and exit sign drawings.
26. A Contractors Responsibility written statement is required for all FEMA and ICC-500 Tornado/Storm Shelters.

### **Specifications**

27. One (1) CD containing all drawings and specifications. Hard copies will not be accepted

### **Field Inspection-Rough In**

28. Provide a binder with the approved Life Safety Plans: approved Life Safety Comments: colored Permit: all Architect/Engineer letters concerning designs of the Foundation, Structural, Mechanical, Electrical, and Plumbing being code compliant; All Contractors Responsibility statements concerning the Rough-In of the Foundation, Structural, Mechanical, Electrical, and Plumbing being code compliant; Fire Doors, ratings, and UL Design (Provide copy of UL documents); Fire Windows, ratings, and UL Design (Provide copy of UL documents); and any changes to the project affecting the Life Safety aspects of the project.
29. A Contractors Responsibility statement concerning the **foundation** final inspection on letterhead identifying code compliance with all the applicable codes in relation to the specific being built. The letter must identify the project name address, county, date, and signed.
30. An Contractors Responsibility statement concerning the **structural** final inspection on letterhead identifying code compliance with all the applicable codes in relation to the specific being built. The letter must identify the project name address, county, date, and signed.
31. An Contractors Responsibility statement concerning the **mechanical** final inspection on letterhead identifying code compliance with all the applicable codes in relation to the specific being built. The letter must identify the project name address, county date, and signed.
32. An Contractors Responsibility statement concerning the **electrical** final inspection on letterhead identifying code compliance with all the applicable codes in relation to the specific being built. The letter must identify the project name address, county, date, and signed.

33. An Contractors Responsibility statement concerning the **plumbing** final inspection on letterhead identifying code compliance with all the applicable codes in relation to the specific being built. The letter must identify the project name address, county, date, and signed.
34. **Energy Conservation** requirements omitted by the OUBCC.

#### **Field Inspection-50% Life Safety**

35. Provide a binder, on site for review by the Oklahoma State Fire Marshal's Agent, with the red stamped approved Life Safety Plans: approved Life Safety Comments: colored Permit: Fire Doors, ratings, and UL Design (Provide copy of UL documents); Fire Windows, ratings, and UL Design (Provide copy of UL documents); and any changes to the project affecting the Life Safety aspects of the project.
36. Sheet rock on one side of all walls, but no door jambs
37. No ceilings
38. Label rated walls by permanent stencil
39. Fire extinguisher cut out provided
40. Fire sprinkler rough in
41. Fire alarm rough in

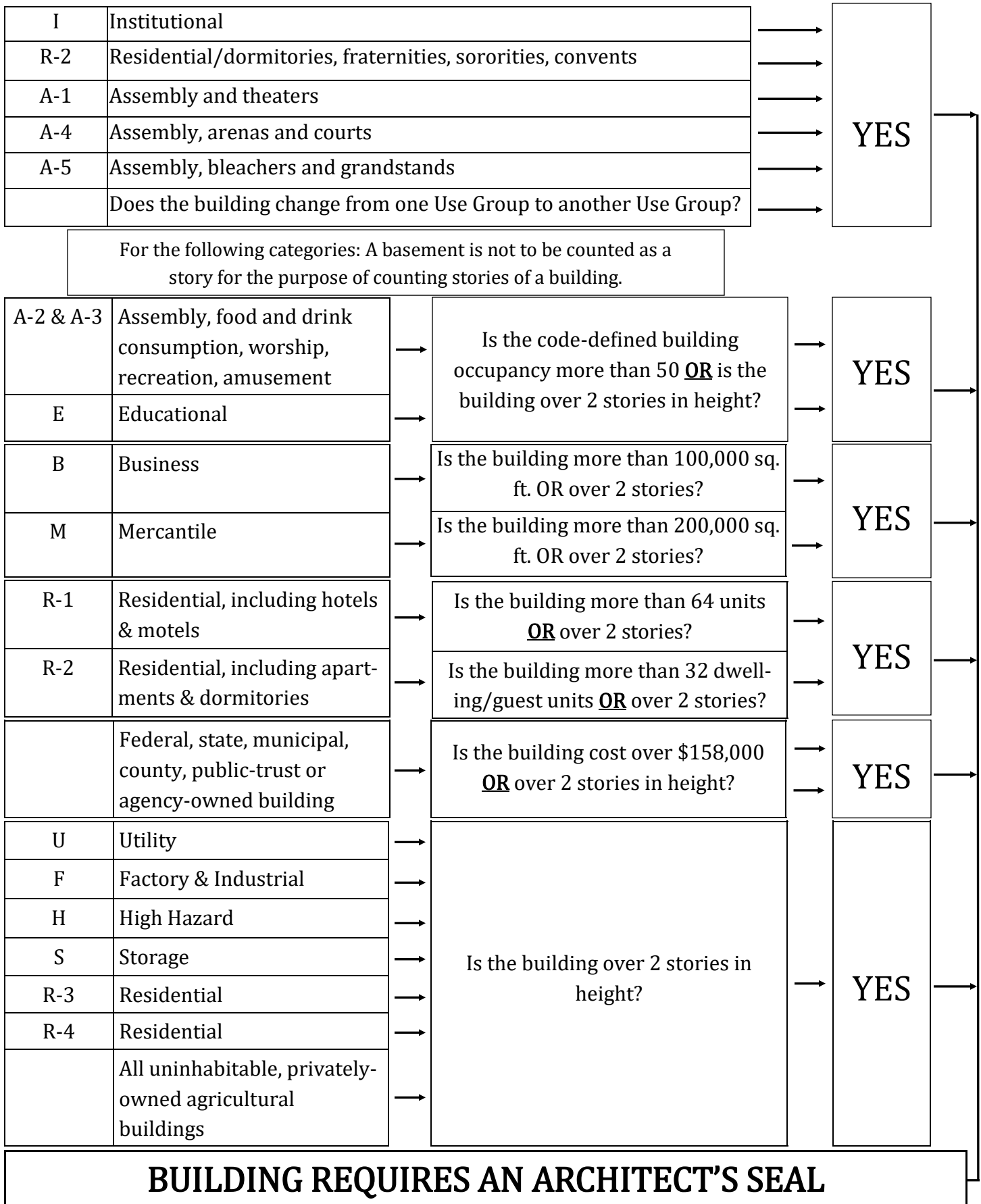
#### **Field Inspections-Final**

42. Provide a binder, on site for review by the Oklahoma State Fire Marshal's Agent, with the red stamped approved Life Safety Plans: approved Life Safety Comments: colored Permit: all Architect/Engineer letters concerning deigns of the Foundation, Structural, Mechanical, Electrical, and Plumbing being code compliant; All Contractors Responsibility statements concerning the Rough-In of the Foundation, Structural, Mechanical, Electrical, and Plumbing being code compliant; Fire Doors, ratings, and UL Design (Provide copy of UL documents); Fire Windows, ratings, and UL Design (Provide copy of UL documents); and any changes to the project affecting the Life Safety aspects of the project.
43. An Contractors Responsibility statement concerning the **foundation** final inspection on letterhead identifying code compliance with all the applicable codes in relation to the specific being built. The letter must identify the project name address, county, date, and signed.
44. An Contractors Responsibility statement concerning the **structural** final inspection on letterhead identifying code compliance with all the applicable codes in relation to the specific being built. The letter must identify the project name address, county, date, and signed.
45. An Contractors Responsibility statement concerning the **mechanical** final inspection on letterhead identifying code compliance with all the applicable codes in relation to the specific being built. The letter must identify the project name address, county, date, and signed.
46. An Contractors Responsibility statement concerning the **electrical** final inspection on letterhead identifying code compliance with all the applicable codes in relation to the specific being built. The letter must identify the project name address, county, date, and signed.
47. An Contractors Responsibility statement concerning the **plumbing** final inspection on letterhead identifying code compliance with all the applicable codes in relation to the specific being built. The letter must identify the project name address, county, date, and signed.
48. **Energy Conservation** requirements omitted by the OUBCC.
49. A copy of the **elevator** permit from the Department of Labor

50. Rated doors, glass, and jambs installed
51. Rescue windows installed
52. Draft stopping with access doors installed
53. Emergency lights installed and operational
54. Exit signs installed operational
55. Fire damper access panels
56. Smoke damper access panels
57. Fire extinguishers installed and tagged by an Oklahoma Licensed company
58. Fire alarm system installed, tested, and operational. Fire alarm breaker shut off for 24 hours prior to the actual test. Duct detectors installed, tested, and operational with remote test switches (labeled accordingly). Must be tested with smoke. Fire alarm room signage. Breaker identified in red. Monitoring agreement
59. Carbon monoxide system installed, tested, and operational. Must be tested with test canister. Carbon monoxide room signage. A remote annunciator within 10' of the main entrance
60. Fire sprinkler system installed, tested, and operational. Fire sprinkler room signage. FDC approval letter. Hydrostatic test documentation. Underground flush papers
61. Hood suppression system installed, tested, and operational; balloon test, and caps cleaned after test.
62. Fire hydrants installed (400' for non-sprinklered buildings and 600' for sprinklered buildings)
63. Fire lanes identified
64. Elevator inspection report
65. It is the responsibility of the General Contractor/Superintendent to submit the completed binder to the Oklahoma State Fire Marshal's office. The binder must be submitted to the Oklahoma State Fire Marshal's office before the Certificate of Occupancy or the Inspection Report will be issued.



# Does my building require an Architect??



\*\*If you answered "no" to all of the criteria for your building's Code Use Group, your building most likely won't require an Architect. However, the local or state authorities having jurisdiction may require an Architect where the State Architectural and Registered Commercial Interior Designers Act does not.\*\*

# Examples of Common Buildings for Each Code Use Group

**Common I Buildings:** Assisted living facilities, group homes, social rehabilitation facilities, hospitals, nursing homes, foster care facilities, detoxification facilities, psychiatric hospitals, detention centers, jails, adult day care centers, child day care centers

**Common A-1 Buildings:** Movie theaters, symphony and concert halls, television and radio studios with space for an audience, theaters

**Common A-4 Buildings:** Arenas, skating rinks, swimming pools, tennis courts

**Common A-5 Buildings:** Amusement park structures, bleachers, grandstands, stadiums

**Common A-2 and A-3 Buildings:** Banquet halls, casinos, nightclubs, restaurants, cafeterias, taverns, bars, arcades, art galleries, bowling alleys, community halls, courtrooms, funeral parlors, gymnasiums (without spectator seating), lecture halls, libraries, museums, places of religious worship, pool and billiard halls, waiting areas in transportation terminals

**Common E Buildings:** Schools and all related buildings, religious educational rooms and auditoriums

**Common R-1 Buildings:** hotels, motels, boarding houses (transient)

**Common B Buildings:** Ambulatory care facilities, animal hospitals, kennels, and pounds, banks, barber and beauty shops, car wash, civic administration, outpatient clinics, dry cleaning and laundries, educational occupancies for students above 12th grade, post offices, print shops, professional services offices (architects, attorneys, dentists, physicians, engineers, etc.), training and skills development not in a school (tutoring centers, gymnastics, martial arts studios, etc.)

**Common M Buildings:** Medical marijuana center, store, or dispensary, department stores, drug stores, markets, retail or wholesale stores, sales rooms

**Common U Buildings:** Agricultural buildings, aircraft hangars, barns, carports, fences more than 6ft in height, grain silos, greenhouses, livestock shelters, private garages, sheds, stables, tanks, towers

**Common F Buildings:** Marijuana grow facilities, marijuana oil extraction operations, marijuana-infused product kitchens/bakeries, factories manufacturing low-hazard items

**Common H Buildings:** Buildings in which high hazard products are manufactured

**Common S Buildings:** A space primarily used for storage of moderate- or low-hazardous materials or products

**Common R-2 Buildings:** Apartment houses, boarding houses (with more than 16 occupants), congregate living facilities (with more than 16 occupants)

**Common R-3 and R-4 Buildings:** Boarding houses, congregate living facilities, lodging houses



## **OKLAHOMA STATE FIRE MARSHAL**

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Phone (405) 522-5005  
Fax (405) 522-5028

As of May 6, 2016 the Oklahoma State Fire Marshal's office has clarified the building plan submittal process dealing with specific items to be reviewed regarding the International Building Code requirements concerning "Life Safety" which was adopted by the Oklahoma Uniform Building Code Commission. Previous to May 6, 2016 building plans being submitted incorporated hundreds of sheets regarding the project, when in fact the required Life Safety information pertained to approximately 10 sheets or so. Therefore, to reduce the cost for printing hundreds of sheets and the amount of time to review a plan of hundreds of sheets, the clarification now require the exact same information as before on fewer sheets that are already inserted within the hundreds of sheets. The Oklahoma State Fire Marshal's Office has not changed any requirements regarding when an Architect and/or Engineer is required to be involved in a project. The State Fire Marshal's office is following the Oklahoma State Architect and Engineering Acts; along with the International Building Codes adopted by the Oklahoma Uniform Building Code Commission. Please refer to the Oklahoma State Fire Marshal's Office website for specific building plan submittal requirements along with a presentation given at the architectural conference on May 6, 2016. Following are examples, not in its entirety, required to be submitted:

- Code Analysis Sheet
- Site Plan
- Life Safety Plan
- Building Layout Per Floor
- Building Elevation
- Building Specifications Will Not Be Accepted
- Foundation Plans will not be Accepted
- Structural Plans Will Not Be Accepted
- Pre-Engineered Metal Building Plans Will Not Be Accepted
- Mechanical Plans will not be Accepted, unless showing Fire Dampers and/or Smoke Dampers
- Electrical Plans will not be Accepted, unless showing Emergency Lights and Exit Signs
- Plumbing Plans will not be Accepted
- ADA Plans will not be Accepted
- Energy Conservation Plans will not be Accepted
- General Notes That Do Not Apply To The Project Will Not Be Accepted