



**OCEAN CITY FIRE MARSHAL'S OFFICE**  
301 Baltimore Avenue, Ocean City, MD 21842  
410-289-8780

**MEMORANDUM**

Subject: Submissions for Site Plans & Plans Submitted for Permits/Construction	Memo #: 2015-005
	Effective: September 28, 2015
Authority: Deputy Chief David Hartley, Fire Marshal	Fire Protection System Contractors

From a fire protection standpoint, in an effort to provide enhanced delivery and turn-around service for site plans and plan review submissions, I have attached two (2) checklists to assist you in compiling a complete submission for Fire Marshal review. If the following information, where applicable, is not provided, submitted information will not be accepted and will be returned to the applicant requiring a complete re-submittal. Pursuant to the Code of Ocean City, all construction shall be in accordance with Ocean City Fire Protection and Prevention Code, which adopts by reference the Life Safety Code NFPA 101, NFPA 1 Fire Prevention Code, and the State of Maryland Fire Prevention Code. In order to insure that all the pertinent information and the minimum code requirements have been met, an appointment ("Consultation") can be made with this office to conduct a preliminary review of the submission. All consultations mandate a service fee that has been established by the Mayor and City Council.

Should you have any questions, please feel free to contact our office at 410-289-8780.

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**Attachment A**  
**Proposed Site Plan Submittal**

The propose site plan(s) submittal shall provide the following minimum information where applicable:

1. Plans must be to scale.
2. Plans must be legible.
3. Adjacent properties must be identified.
4. Cross Streets must be identified.
5. Location of all fire hydrants located in the area of the proposed site.
6. Location and diameter of all water mains supplying fire protection.
7. Building elevations on all sides and the lowest point of fire department accessibility from finished grade must be provided.
8. Fire department accessibility points/fire lanes: Fire lane markings and their widths and access there to must be identified.

9. Location of fire department connection(s) for the required fire sprinkler and or standpipe systems or the combination there-of.
10. Proposed building construction.
11. Intended usage of the propose building or buildings.
12. Typical floor plan.
13. Typical unit plan.
14. All required means of egress's, which shall include but is not limited to exit access, exit, and the exit discharge to a public way.
15. A listing of all fire protection features that will be provided for the building(s) Sprinklers, Fire alarm system(s), Standpipes, Fire pump(s), Generator, etc.
16. Hood systems for commercial cooking (note hood exhaust/discharge)
17. Location of the emergency generator room.
18. Location of the fire pump room.
19. Location of the fire control center.
20. Location of trash room(s).
21. Location of laundry room(s).
22. Utilities, (types, locations, entrance into the building(s), overhead power lines etc.
23. Location of any hazardous materials, fuel storage, combustible or flammable liquids, propane tanks in access of 500-gallon water capacity etc.

**Attachment B**  
**Proposed New Structure Plan Review Submittal**

Plans submitted for review shall contain the following information where applicable:

1. Name of the building(s).
2. Physical address (please note any and all addresses when applicable).
3. A code summary shall be provided.
4. A narrative listing of all fire protection features and types of systems that will be provided for the building(s) Sprinklers, Fire alarm system(s), Standpipes, Fire pump(s), Generator, etc.

5. All plans submitted for the purpose of construction, (plan review) shall be sealed by the applicable design professional.
6. Narrative on the intended usage of the proposed building or buildings.
7. Proposed building construction.
8. Plans must be to scale.
9. Plans must be legible.
10. An approved site plan must be provided.
11. Building elevations on all sides and the lowest point of fire department accessibility from finished grade, (not the average grade) must be provided
12. Fire department accessibility points/ fire lanes: Fire lane markings and their widths and access there to must be identified.
13. Location of fire department connection(s) for the required fire sprinkler and or standpipe systems or the combination there-of.
14. Utilities, (types, locations, entrance into the building(s), overhead power lines etc.
15. Location of any hazardous materials, fuel storage, combustible or flammable liquids, propane tanks, pool chemicals, etc.
16. Typical floor plan.
17. Typical unit plan.
18. Designated handicap units.
19. Proposed tenant spaces.
20. All required means of egress's, which shall include but is not limited to exit access, exit, and the exit discharge to a public way, including clear widths and occupant loads.
21. Door schedule shall be provided which shall include but is not limited to the fire resistance rating, swing of doors, door-locking mechanisms, smoke seals, door closures, panic hardware, fire exit hardware, latches and hinges.
22. Hood systems for commercial cooking (note hood exhaust/discharge, make-up air)
23. Size, location of the underground for the sprinkler system.
24. Location, type of standpipe system.
25. Type(s), and location of sprinkler system.
26. Type of fire alarm system(s)
27. MEP plans.
  - a) Electrical plans shall include but not limited to the location of exit signs, emergency lighting, GFI's, proposed location of the fire alarm control panel, interconnected unit smoke detectors, CO detectors, egress illumination (and how controlled), wire diagram for the fire pump, meter locations, emergency generator and what the generator supplies in the event of a power failure, etc.
  - b) Plumbing plan(s) shall show location of incoming water supply for the fire suppression system(s), location and size of floor drain for the fire pump room, etc.
  - c) HVAC shall include heat and air for sprinkler valve and fire pump rooms, heat for areas that will require sprinkler protection and/or protecting sprinkler pipes from freezing, etc.
28. Fire extinguisher layout, size and type of extinguishers.
29. Area(s) of Refuge
30. Detail(s) showing the proposed evacuation plans, signage for the hearing impaired and stair tower signage.
31. Reflected ceiling plan.

32. Location of the emergency generator room, size of room and the listed fire rated assembly separating the room from the remainder of the building and what the emergency generator supplies (load calculations).
33. Location of the fire pump room, size of room and the listed fire rated assembly separating the room from the remainder of the building.
34. Location of the fire control center, size of room, layout of the room with the required equipment and the listed fire rated assembly separating the room from the remainder of the building.
35. Location of trash room(s), trash chutes and the listed fire rated assemblies separating the room and the shafts from the remainder of the building.
36. Location of laundry room(s) laundry chutes and the listed fire rated assemblies separating the room and the shaft(s) from the remainder of the building. Make-up air and exhaust for commercial driers.
37. Any hazardous areas: and the listed fire rated assembly separating the room or area from the remainder of the building.
38. Detail section(s) all vertical shafts, vertical openings, vertical enclosures and how separated by fire resistive construction from the remainder of the structure.
39. Detail section(s) of horizontal shafts and how separated by fire resistive construction from the remainder of the structure.
40. Detailed section on corridor separation walls.
41. Detailed section on unit separation walls.
42. Detailed sections on tenant separation walls.
43. Detailed sections on floor ceiling assemblies.
44. Detailed/walls connecting to fire rated assemblies.
45. Detailed on bulk-heads connecting to fire rated assemblies.
46. Details and narrative of the proposed method for sealing penetrations of fire rated assemblies (fire stop detail).
47. Type of Smoke management system being provided for the structure.
48. Detailed information on the elevators, shaft construction, fire service, ventilation of the machine room(s) connected to the emergency generator etc.
49. Detailed information must be provided on the type(s) and requirements for the flame spread ratings in all areas.
50. Detailed floor plans of seats, tables, displays, decorations, etc. in all places of assemblies must be provided.