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City of Conway, Arkansas
Ordinance No. O-12-78

AN ORDINANCE SETTING FORTH FIRE PERMIT REQUIREMENTS FOR ANY WORK IN THE CITY OF CONWAY THAT WILL REQUIRE A SPECIAL INSPECTION FROM THE FIRE MARSHAL'S DIVISION; WITH THE CONWAY FIRE DEPARTMENT FOR A CERTIFICATE TO OCCUPY; AND FOR OTHER PURPOSES.

WHEREAS, The Conway Fire Department Fire Marshal's Division has a need to obtain such permits in an effort to better provide life safety protection for our city's commercial occupancies; and

WHEREAS, The City of Conway Fire Department Fire Marshal's Division performs inspections for various projects including but not limited to sprinkler, alarm, and ventilation/hood suppression installations; and

WHEREAS, The Fire Permit will be required by the Conway Fire Department Fire Marshal's Division and is separate from what is required from the City of Conway Planning Department.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS, THAT:

SECTION 1. The City Council hereby adopts by reference that certain ordinances and codes entitled "An Ordinance Setting forth fire permit requirements for any work in the City of Conway that will require a special inspection from the Fire Marshal's Division with the Conway Fire Department and for other purposes", which is attached to this ordinance. Three (3) copies of the code have been filed electronically in the office of the Clerk/Treasurer for inspection and view by the public prior to the passage of this Ordinance and the code has been posted on the web site of the City of Conway.

SECTION 2. The City has given notice to the public by publication in a paper of general circulation with the city of Conway, stating, that copies of the code, or the pertinent parts thereof, and the related documents are open to public examination prior to the passage for this ordinance.

SECTION 3. That the Conway Fire Permit code be codified within Title 2, Classification, Administration and Personnel by the addition of Section 2.60.0, Conway Fire Permit.

SECTION 4. All ordinances and municipal codes in conflict herewith are repealed to the extent of the conflict.

SECTION 5. This ordinance shall have an effective date of January 1, 2013 and shall otherwise be in full force and effect from and after its passage and publication.

Passed this 28th day of August, 2012.

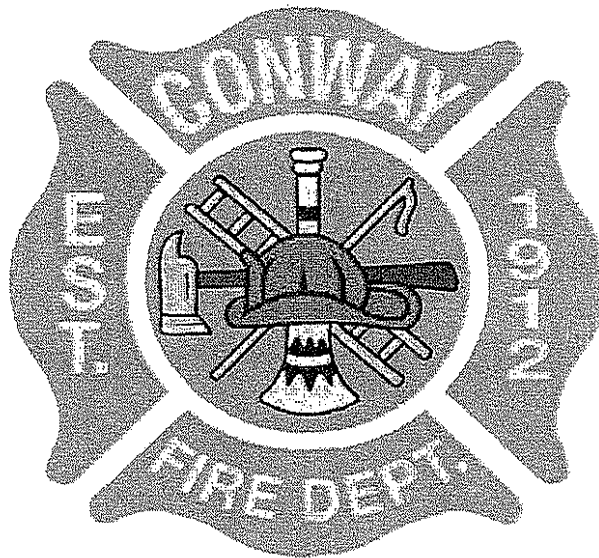
Approved:

Mayor Tab Townsell

Attest:

Michael O. Garrett
City Clerk/Treasurer

CONSTRUCTION HANDBOOK FOR COMMERCIAL PROJECTS



Conway Fire Department

Fire Marshal Office
1401 Caldwell Street
Conway, AR 72034
501-450-6148

Conway Fire Department

Fire Permit

Anyone doing work in the City of Conway that will require a special inspection from the Fire Marshal's Division with the Conway Fire Department for a Certificate to Occupy will be required to have a Fire Permit. This will include but not limited to Sprinkler, Alarm and Ventilation/ Hood suppression installations. To obtain this permit you must provide the name of contractor, contact information, license number, and proof of insurance. You can obtain this permit by coming by the Central Fire Station at 1401 Caldwell during normal business hours, 8:00AM-4:00PM.

We understand that this is a new process and we are willing to work through any problems that may arise but we are also trying to get competent workmanship into the Life Safety aspect of the Fire codes. Failure to provide this permit prior to inspection will be an automatic rejection of the inspection. If it is a blatant disregard for this ordinance; the Code Enforcement Officers will be notified. The permit will only be good for the particular job address that we are inspecting.

FIRE PROTECTION SYSTEMS AND INSPECTIONS FOR COMMERCIAL PROJECTS

Fire Marshal's Office: 501-450-6148

When calling for an inspection, please provide the information listed below.

1. Name of Project
2. Project Address
3. Type of Inspection
4. Point of Contact – Name and Telephone Number

Actions that must be completed prior to moving ANY combustible materials to the jobsite :

1. Street signs have to be in place (temporary or permanent).
2. All fire department access roads in place per code.
3. Water supply in place (all hydrants that are on reviewed plans).

Inspections that have to be completed prior to Certificate of Occupancy are:

1. Rough Fire Sprinkler System Inspection (sprinkler company must set up this appointment).
2. Rough Fire Alarm System Inspection (alarm company must set up this appointment).
3. Final Fire Sprinkler System Inspection (sprinkler company must set up this appointment).
4. Final Fire Alarm System Inspection (alarm company must set up this appointment).
5. Kitchen Hood Extinguishing System Inspection (extinguishing company must set up this appointment).
6. Final Fire Building and Site Inspection
 - a. Fire Lane Inspection
 - b. Gate Inspection
 - c. Knox Box Inspection

Rough Fire Sprinkler System Inspections

1. Inspections shall be scheduled by the fire sprinkler contractor.
2. Verify the installing contractor has a valid Conway Fire Marshal's " Fire Permit " on site
3. Consult the Approved Plans and verify the following :
 - a. Proper type of piping.
 - b. Confirm the installation of the piping does not have excessive change of directions that are not indicated on approved plans. (Excessive use of extra fittings, such as elbows may affect hydraulic calculations).
 - c. Proper size of piping.
 - d. Proper piping hangers and supports with correct spacing.
 - e. Proper clearance of fire sprinklers from ALL obstructions.
 - f. Check for correct distances between the fire sprinklers, off of walls, maximum coverage per fire sprinkler, distance below roof deck.
 - g. Check for installation of orifice in inspector's test.
 - h. Check to ensure fire sprinklers are not painted.

- i. Access panels shall be provided for all valves located inside a wall or concealed space. Signage shall be provided on the outside of access panel.
- 4. Verify the following when inspecting the Fire Department Connection :
 - a. Fire Department Connection shall be within 100' of a fire hydrant.
 - b. Fire Department Connection (wall mount) shall be installed between 24 and 48 inches above finished outside grade.
 - c. Verify fire department connection is not obstructed by any obstructions (electrical transformers, gas meters, landscaping, etc).
 - d. Verify size of Fire Department Connection = 2" or smaller pipe riser requires single 2 ½ wall mount FDC with locking cap or plug (NO REMOTE).
 - e. 2 ½ or greater pipe riser requires 5" Storz connection with 30 degree turndown and locking cap (wall mount or remote).
 - f. Remote Fire Department Connection shall be installed between 18 and 36 inches above finish grade.
 - g. Locking caps or plugs can be directly obtained from the Knox Corporation (www.knoxbox.com). No application or signature is required from the fire department.
 - h. Remote FDC shall be painted safety red except for the locking cap and assembly.
- 5. ALL SPRINKLER PIPE MUST BE EXPOSED DURING THIS INSPECTION.
- 6. Nothing shall be supported by the sprinkler piping.

Rough Fire Alarm Inspection

- 1. Inspection shall be scheduled by the fire alarm contractor.
- 2. Verify the installing contractor has a valid Conway Fire Marshal's Office "Fire Permit "on site. No fire inspections will be conducted until permit is produced.
- 3. Wiring is per NFPA 72 and National Electrical Code. (wrapping fire alarm wiring around steel nails, connecting it to ceiling grid wire support wires, and using metal staples are not approved methods of securing or supporting fire alarm wiring).
- 4. All fire alarm device components shall be installed per NFPA 72 code requirements.
- 5. Verify location of all fire alarm system devices (pull stations, detectors, panel, etc.).
- 6. Verify that the location of fire alarm control panel is in a temperature control space.
- 7. Duct detectors are required for units that exceed 2000 cfm or units that share an area that exceed 2000 cfm collectively.
 - a. Unit must shut down on activation of the duct detector.
 - b. Activation of the duct detector a supervisory signal shall be sent to the panel.

Final Fire Sprinkler System Inspection

- 1. Inspection shall be scheduled by the fire sprinkler contractor.

2. Verify the installing contractor has a Conway Fire Marshal's "Fire Permit" on site. No fire inspections will be conducted until permit is produced.
3. Verify hydrostatic test of all piping at 200 psi for 2 hours has been completed and witnessed by fire department official.
4. Where a tenant improvement addition or modification is made to an existing fire sprinkler system affecting more than 20 fire sprinklers, the new portion shall be isolated and hydrostatically tested at 200 psi for 2 hours.
5. Tenant improvement modifications affecting 20 or fewer fire sprinklers shall not require hydrostatic testing.
6. Verify tamper switch and flow switch components are installed.
7. Verify that all required fire sprinkler system signage is in place.
 - a. Main drain
 - b. Access panels
 - c. Control valves
 - d. Inspectors test
 - e. Fire Department Connection
 - f. Hydraulic Placard
8. Verify that spare fire sprinkler cabinet is installed and has correct contents.
9. Walk through building to verify.
 - a. Proper placement, type, temperature of fire sprinklers
 - b. Fire sprinklers are free of all obstructions, including building elements
 - c. Sprinklers are not painted
 - d. Sprinkler escutcheons are properly installed
 - e. Activation test of fire alarm system notification appliances and electric bell on fire sprinkler system water flow through inspector's test valve. Alarms shall activate in 90 seconds or less.

Final Fire Alarm Inspection

1. Verify the installing contractor has a Conway Fire Marshal's Office "Fire Permit". No fire inspections will be conducted until permit is produced.
2. Verify the proper location, type, of all fire alarm notification appliances.
3. Observe fire alarm system functional tests of all fire alarm devices.
4. Observe activation test of fire sprinkler control tamper and flow switches.
5. If a kitchen hood extinguishing system is installed, then observe function tests of the fire alarm system notification appliances on kitchen hood extinguishing system activations.
6. Verify the proper size of the batteries and verify that batteries are date marked with both month and year.
7. Verify duct detectors shut down unit on activation of the duct detector, activation of the duct detector a supervisory signal shall be received at the fire alarm control panel.
8. Verify that all signals are received at the fire alarm control panel.
9. Verify that all signals are received at the annunciator, if applicable.

10. Verify that all signals were received at the off- site monitoring company and Conway Emergency Operations Center.

Commercial Cooking Hoods

1. Verify the following:
 - a. Location of manual pull station.
 - b. Signage for manual pull station.
 - c. Location, size, and type of extinguishing agent.
 - d. Proper pipe support.
 - e. Verify link installation placement, type, and temperature.
 - f. Observe deactivation of all fuel sources under the hood during all tests (Electric, Gas).
 - g. Observe deactivation of “make-up” air on test activation of system (Exhaust air shall remain working).
 - h. Observe activation of fire alarm system notification appliances on kitchen hood extinguishing system activation on all function tests and verify that signals are received at the fire alarm control panel.
 - i. Verify proper placement of Class “K” fire extinguisher. It shall be tagged, mounted, and located within 30 feet of cooking equipment.

Final Building and Site Inspection

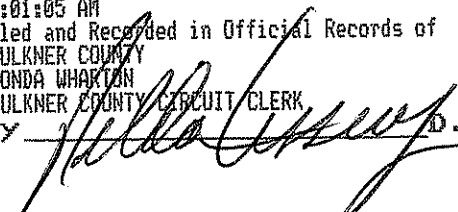
1. Verify proper location of Lock Box (KNOX BOX).
 - a. Knox Box shall be directly obtained from the Knox Corporation (www.knoxbox.com). No application or signature is required from the fire department.
 - b. If the building has a monitored FIRE alarm or a sprinkler system in the building, then a Knox Box is required to be installed on the building.
2. Verify the placement of fire extinguishers.
 - a. One every 75’ travel distance, one every 3000 square feet.
 - b. Verify proper location. Fire extinguishers shall be installed a maximum travel distance of every 75’ and if possible near break-rooms and kitchens.
 - c. All fire extinguishers shall be service tagged with month / year and mounted a minimum of 3’6” and a maximum 5’ to the top of the fire extinguisher above finish floor grade. Shall be unobstructed from access or view.
 - d. Provide fire extinguisher signage as required.
3. Verify required exterior and interior building door signage.
 - a. “SPRINKLER ROOM” or “RISER ROOM” on all doors that give access to the fire sprinkler riser.
 - b. “FA” or “FIRE ALARM” on all doors that give access to the fire alarm control panel.
 - c. “STAIRWELL” on all doors that give access or exterior egress to stairway.

- d. This lettering can be accomplished with self adhesive characters, stencil, or a sign with minimum four inch high characters in contrast to the door colors.
- 4. Fire lanes shall be appropriately marked in ONE of these two options:
 - a. Provide approved signs at least eighty feet on center.
 - b. Paint curbs Federal Safety Red. Provide lettering on curb at least 80' on center; marked NO PARKING FIRE LANE in four inch white block letters on the vertical face of the curb.
- 5. Gate Inspections
 - a. All gates limiting access will be required to provide emergency access controls for Fire Department entry.
 - b. Please consult Fire Marshal's Office at 501-450-6148 for specifics on emergency access controls and code requirements.

Address Numbering

"NEW" buildings, excluding existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is legible from the street or road fronting the property. Addressing as follows:

- 1. Single family homes, Duplex
 - a. Minimum 4" high with 5/8" brush stroke with contrasting background.
- 2. Multi-Family Complex, (apartments, condos, townhomes) and Commercial Business
 - a. Minimum 12" high with 2" brush stroke and contrasting background.
 - b. Buildings under 150' require one set per building.
 - c. Buildings over 150' require two sets per building on opposite ends.
 - d. Apartment numbers are to be minimum of 4" high with 5/8" brush stroke with contrasting background.
- 3. Shopping Center, High Rise Buildings (3 floors and above), Large Office, Warehouse
 - a. Minimum 12" high with 2" brush stroke with contrasting background.
 - b. Visible from ALL access directions.
 - c. Suite numbers are required over front entrance minimum 4" high with 5/8" brush stroke with contrasting background.
 - d. Suite numbers are required on rear exits and must be a minimum of 4" high with 5/8" brush stroke with contrasting background.
- 4. Marquee and Monument
 - a. Address installed on a marquee or monument located next to the street will require numbers 12" high with 2" brush stroke located at a minimum of 3' above finished grade, numbers should contrast with background.

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