



Office of the Fire Marshal
2707 Faith Avenue
El Reno, Oklahoma 73036
405-262-2949

New Construction
Application Form

Plan Review Checklist

All building plans are reviewed by the El Reno Fire Marshal's Office. This review is based upon building requirements of the 2015 International Building Code, 2015 International Fire Code, 2009 Life Safety Code and good constructions and life safety practices. These are minimum requirements that are needed on submitted plans before plan review is conducted. More job specific requirements may be required.

- The occupancy class must be stated on the plans. A description of how each area is being used must be stated.
- A list of adopted codes and its year used for building design must match the current codes adopted by the City of El Reno.
- Street address and name of project must be stated.
- Type of building must be stated on plans. For Example, TYPE IIB.
- Occupant load per room must be stated on plans. IFC 1004.
- Total square foot including all floors and roof overhangs must be stated on plans.
- The size and location of exits must be stated on plans. IFC Ch. 10
- Hardware used on doors must be stated on plans. IFC Ch. 10
- Egress travel distance must be shown on plans. IFC Ch. 10
- Egress lighting must be shown on plans. IFC 1008.
- If sprinklers or fire alarms are required in occupancy, it must be stated on plans. IFC Ch.9
- Fire lanes and apparatus access roads must be shown on plans shall conform to IFC 503.3 and Appendix 103.6.
- Extinguishers must be shown on plan per IFC 906.
- If fire separation/ barrier/ walls are required for occupancy, plans must show where separation is located and specifications on fire separation/barriers/walls. IBC Ch. 5, 6 and 7
- Actual allowable building height and area must be stated on plans. IBC Ch.5
- Special use requirements must be in accordance to IBC Chapter 4 and IFC.
- Interior Finish Classification must be stated on plans. IFC Ch. 8
- Any hazardous materials usage or storage must conform to IFC.
- Site plan must identify all buildings within 30' of primary building and identify all lot lines. Identify that all sides of the buildings are within 150' of hard surface. This distance is calculated as how the hose is pulled off the truck.
- The Fire Department Connection (FDC) shall be within 50' of hydrant and on the front side of the building in approved location.
- Private fire service mains shall be separate from domestic lines. Both lines must be metered separately and come from main water line. Private Underground Fire Service waterlines must conform to NFPA 24.
- Required fire flow and hydrant location is based off of IFC Appendix B and C and IFC Section 507. Existing and new hydrants must be shown on plans. If required flow is not obtainable a sprinkler will be required for building.
- Hydraulic calculations are required for new hydrant installations.
- Fire department access roads need to be listed to scale on plans. IFC Appendix D
- If the property has an electric access gate the gate shall have a Knox Key switch. If the gate is manual it must have Knox Box 3200 series.
- All commercial properties must have a Knox Box mounted by the front door. Please verify location with local fire code official.
- Existing Buildings must conform to 2015 International Existing Building Code and alteration level 1, 2, or 3 must be shown on plans.
- State of Oklahoma Architectural Stamp must be on plans that are required by the State Architectural Act. An Oklahoma Engineer Stamp maybe required by the city on other plans submitted.