



# SHAKOPEE FIRE DEPARTMENT

*Fire & Life Safety for a Growing Community*



## **PRE-FIRE PLANS**

**Policy #08-2000 (01/01/2014) (2007 MSFC)**

### **General Requirements**

1. Prior to the issuance of a Certificate of Occupancy (C.O.) a pre-fire plan (site plan) shall be submitted to the Shakopee Fire Department for approval. The Pre-Fire Plan shall be submitted in a PDF document format saved on a CD. Non-electronic prints shall have a maximum size of 11" x 17". The following items shall be shown on the Pre-Fire Plan:
  - a. Building footprint and building dimensions.
  - b. Exterior doors.
  - c. Interior walls.
  - d. Fire walls (area separation wall), if applicable. Include fire rating.
  - e. Fire hydrant locations.
  - f. Gas meter (shut off).
  - g. Electric meter (shut-off).
  - h. Water meter (shut-off).
  - i. Keybox location.
  - j. Fire Department Connection (FDC).
  - k. Location of standpipes, if applicable.
  - l. Location of fire alarm panel and annunciators.
  - m. Sprinkler riser location.
  - n. Roof vents, if applicable.
  - o. Type of construction for exterior walls and roof.
  - p. Exterior LP storage, if applicable.
  - q. Hazardous material storage, if applicable.
  - r. Underground storage tank(s) locations, if applicable.
  - s. Aboveground storage tank(s) locations, if applicable.
  - t. Other special areas as required by the Shakopee Fire Department.
2. Plans with topographical information, contour lines, easement lines, property lines, setbacks, right of way lines, headings and other related lines or markings are NOT ACCEPTABLE as pre-fire plans and WILL BE REJECTED.
3. A final Certificate of Occupancy will not be issued for the facility until a Pre-Fire Plan has been received and approved by the Shakopee Fire Department.

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