**Authority having Jurisdiction**

Bureau of Fire Safety (State Fire Marshal) is responsible for inspecting all classroom buildings and residence halls.

The University Fire Marshal is responsible for all other buildings on campus.

Whenever modifications are being made to the following systems the Fire Marshal must review and inspect:

* **Fire Alarm System (including duct smoke detectors)**
* **Fire Suppression System**
* **Egress Path**
* **Fire Separation (modifying the fire doors, penetrating fire walls or relocating or opening up the fire walls.**
* **Emergency lighting or exit signage**

Items to remember:

* When construction is being performed in an occupied area a one hour fire separation wall must be constructed to protect the occupants.
* Hot work permits must be obtained by the contractor preforming the work. See hot work policy.
* If the project is going to have a phased occupancy each phase will have to be submitted and given their own BFS number in order to receive multiple certificates of occupancy even if the drawings are exactly the same.
* Classroom buildings cannot be inspected before 8 am or after hours. Most programmable fire alarm systems can be silenced during testing so not to disturb other occupants.
* Temporary Certificates of Occupancy will only be granted for paper work deficiencies not incomplete work. Temporary Certificates of Occupancy must be resolved in less than 30 days.
* Refer the contractors to the WSU Fire Safety Manual. It contains our policy on hot works and other safety items. It can be found at the following web site. <http://idrm.wayne.edu/risk/fire-manual/index.php>

Role of the University Fire Marshal

The University Fire Marshal (UFM) offers oversight and coordination with the State Fire Marshal (SFM) and inspects all other buildings that do not fall under the State Inspectors jurisdiction. The UFM must be copied on all documentation sent to the State. The UFM will walk the sites before the inspections are called for to verify that the project is truly ready for inspection. On small projects the SFM may assign the inspection duties to the UFM.

The UFM will perform all plan reviews and inspections for buildings that do not fall under the SFM. See below.

Classrooms and Residence Halls

Plan Review  
Signed and Sealed drawings and a plan review fee must be submitted to the **Department of licensing and Regulatory Affairs, Bureau of Fire Services, Plan Review Division** in Lansing in order to start the review and inspection process and establish the BFS project number. The architect on the project must submit the drawings and specifications and all bulletins and addenda to the State. The plan reviewer will send a written review to the architect. Be sure to have the architect send you a copy. All items listed on the report must be addressed either by the architect or at the time of inspection. The plan reviewer will list whether an electrical plan review and inspection, fire alarm and fire suppression shop drawings will be required. The contractor submitting the fire alarm shop drawings must be Act 144 Certified and is required to submit all documentation and fees required to obtain permits and inspections. The BFS will not require mechanical or plumbing inspections.

Site Inspection  
The Inspector will visit the site three times:

* Construction Consultation
* 50% Inspection (rough or above ceiling)
* 100% Inspection Certificate of Occupancy

It is the project manager’s responsibility to schedule these visits. The project manager must verify that the contractor is ready for the inspections. Officially the BFS needs 4 weeks’ notice to do an inspection however only in August and September are they usually that busy. They are willing to work with us to get our projects inspected within 10 days or less of our call. Do NOT make everything an emergency.

The items required if applicable to your project are:

* Point by point lighting calculations for emergency lighting
* Fire alarm and fire suppression submittals
* The installing fire alarm contractor must be present and must be Act 144 Certified
* The electrician must be present
* The fire suppression contractor must be present
* The security contractor making the final connections to Public Safety must be present.
* Flame Spread and Smoke Contribution affidavits

All other Buildings

The UFM will perform all plan reviews, inspections, and acceptance tests for buildings that do not fall under the SFM. The UFM shall review the project during the planning\design process or the job order contracting scoping meeting and walk through. The UFM must be invited to the 90% document review meeting. Though there are not any fees paid nor do the documents need to be signed and sealed by a licensed architect the same submittal and notification process should be followed for the UFM.

The earlier the UFM is brought into the process the easier it is for him to assist you. Remember that he has the entire campus to cover so adequate review time and proper early notification time must be anticipated in your schedules.