

KETCHUM FIRE DEPARTMENT ON-SITE REQUIREMENTS

The Ketchum Fire Department relies on accurate on-site plans to assist in pre-incident planning and handling emergency situations. We will be able to better protect you and your property with your assistance. Please provide **16 colored copies** of on-sites to include the following information. This information is required prior to Final Inspection.

One draft color copy should be presented to the Fire Department for approval prior to final submittal.

1. Format:

- ___ Project title and approved street address written on right hand side (to be readable when page turned horizontally, at bottom of plan), font size to be at least 14, capital letters and bold.
- ___ Orientation of drawings and all writing to be the same
- ___ Clear area shall be provided in bottom right hand corner when page held vertically (minimum measurement of ½”by ½”)

2. Site plan (on 8½” by 11” sized paper) to include:

- ___ First floor plans showing individual tenant/ownership spaces, rooms
- ___ Adjacent streets, driveways and other accesses
- ___ Doorways
- ___ Stairwells, elevators (highlighted yellow)
- ___ Hydrant locations (drawn as circle with “x” through it and colored red)
- ___ Knox box location (drawn as square and colored orange)
- ___ Alarm panel, annunciators (drawn as star and colored yellow)
- ___ Riser room, gas, electrical, other utilities/mechanical, elevator room (highlighted pink)
- ___ FDC - fire department connection, (drawn as “v” and colored red)
- ___ Legend to match KFD’s to be located on site plan in upper right hand corner when page oriented to be read
- ___ Summary of the building “at a glance” to include building construction type, roof construction, floor construction, location of identified systems and infrastructure and additional fire protection systems (ie, fire walls, emergency power systems, fire curtains), to be completed as shown in sample
- ___ North arrow

3. All other floor plans, including basements (on 8 ½” by 11” sized paper), to include:

- ___ Tenant/ownership units, rooms
- ___ Accesses (doorways, elevators, stairs, etc.)
- ___ Any items listed above, as applicable

4. The following items shall not be included on the on-sites:

Landscaping, dimensions, furniture, or any information that detracts from the required on-site information.

THE SAMPLE BUILDING – First Floor

*Address

Legend

FDC
Alarm Panel
Knox Box
Hydrant

The Sample Building at a Glance

Access to second floor: off alley

Alarm Panel – First floor at main entrance; code #1234

Construction – Building Type: V-2

Roof: bar joist

Floor: concrete

FDC - off Lesser Street, SW corner

Gas Meter - off alley

Hazards – paint and refinishing products in second floor Unit F

Hydrant – corner of NW Main and Lesser Streets

Riser Room – First floor, rear of unit B