

# ***Process and Procedures for Site Plans (New, Addition, Alteration)***

## **Notice to Fire & Life Safety Permit Applicants:**

**For our office to be able to expedite your permit request in a timely manner, we ask that you assist us by following these procedures:**

- A)** Schedule a pre-development meeting with Midway Fire District (may include Water Dept. and County Depts.)
- B)** There is no fee for site plans review.
- C)** Submit two (2) complete sets of plans (one will be returned to you to keep on site) including, but not limited to:
  - 1)** Site location
  - 2)** Street names (if known)
  - 3)** Access road widths (minimum 20 feet of unobstructed width)
  - 4)** Cul de sac radii (minimum 45 feet per AHJ)
  - 5)** Hydrant locations, clearances and details with blue road markers (nearest hydrant commercial occupancy: not greater than 250 feet from furthest point of building as the hose is laid; nearest hydrant one- and two-family dwellings: 400 feet as the hose is laid per local resolution)
  - 6)** Fire main location and size (minimum 6 inch diameter)
  - 7)** Fire mains are to be looped. If "dead-end" cannot be avoided, it shall not exceed 1,000 feet. When exceeding 300 feet, main shall not be less than eight inches; when exceeding 600 feet, main shall not be less than 10 inches (per County Ordinance and local resolution).
  - 8)** Gates (automatic gates require battery back-up) require Knox key access (per local resolution- order form available at MFD)
  - 9)** Details
- D)** Once approved, a letter will be sent to Planning & Zoning to release site work. Your copy of approved plans and letter may be picked up at FPB offices.
- E)** Your copy of MFD FPB approved plans must be on site during construction.

**The following inspections must be called for throughout the system progress in compliance with NFPA 1 Chapter 18:**

- 1) Hydrant flow test must be witnessed by MFD Inspector.**
- 2) Site inspection prior to any combustibles being placed on site.**
  - a)** Inspection will ensure fire department access has appropriate stable surface
  - b)** Inspection will ensure water supply is operable and required hydrant clearances are maintained.