

From: Don Zeringue, Chief Architect/Plan Review, OSFM
Approved by: Chief Butch Browning, State Fire Marshal
Date: February 4, 2013
RE: **(P.O.R) Show Drawing Review Stamp**
(REVISED TO REPLACE INTERPRETIVE MEMORANDUM 2011-02 DATED FEBRUARY 18, 2011)

The Louisiana Office of State Fire Marshal requires Life Safety System submittals that are provided as part of an architectural project will require a “professional of record” (P.O.R.) per LRS 37:155 in order to be reviewed and an indication of the result of the review be placed on the Life Safety System submittal. This is typically provided as a “shop drawing stamp” that indicates the submittal is “reviewed – no exceptions taken.”

This interpretive memorandum was written to clarify what is required by the professional of record for projects that exceed the limits cited in LRS 37:155.

INTERPRETIVE MEMORANDUM 2013-02

LRS 37:155 requires ALL PHASES of projects that exceed the square footage or dollar amount limitations listed in this statute to be reviewed, approved and submitted by a Louisiana licensed architect, civil engineer, or system engineer identified as a “professional of record” (P.O.R.) by this office. This law establishes building area thresholds and maximum renovation costs which require a higher level of code evaluation required to satisfy minimum standards for occupancy. This includes the following life safety systems: fire alarm, special locking, automatic sprinkler systems, and fixed suppression system (kitchen hood, paint booth and clean agent systems).

Fire alarm, special locking, automatic sprinkler systems, and fixed suppression systems shop drawings for projects exceeding the limits of LRS 37:155 are to be reviewed by a responsible professional of record, prior to submittal for review by this office. (See LAC 46:I:1305 and 1307 for additional information concerning engineers as P.O.R.). The professional of record is to note that the submittal documents have been reviewed for general conformance with the contract documents with no exceptions taken or similar notation. System packages are subject to return without benefit of review where there is no evidence that the submittal has been reviewed by the responsible professional of record.

Note the following:

1. Shop drawing review stamps for special locking and fire alarm submittals shall be applied on each plan sheet and the first page of supporting documentation that is presented as a bound package.
2. Shop drawing review stamps for automatic sprinkler submittal shall be applied on each plan sheet and the first page of each set of calculations and the manufacturer’s cut sheets presented as a bound package.
3. Shop drawing review stamps for fixed fire suppression submittals (kitchen hoods, paint booths, and clean agent) that are independent of a sprinkler system shall be applied on each plan sheet and the first page of supporting documentation that is presented as a bound package.

4. The alternative to a shop drawing stamp is a handwritten note signed and dated by the professional of record placed on each sheet as indicated above stating the project has been reviewed and no exceptions are noted.

NOTE: SEPARATE SHOP DRAWING APPROVAL SHEETS THAT CAN BECOME DISCONNECTED FROM THE SHOP DRAWINGS ARE NOT ACCEPTABLE.

Please note that all parts of a project must be declared acceptable by inspection before the building can be lawfully occupied and that delays in the approval process for any one system can cause delays for the entire project.