



## Electronic Plan Standards

### File Naming Standards:

Electronic plans and documents shall be named as specified in the City of Vancouver [ePLANS](#) system:

<https://www.cityofvancouver.us/business/permits-licenses-and-inspections/eplans/>



### Acceptable File Types:

Plans, calculations, specifications and supporting documents shall be uploaded as a PDF file.

### Plan Sheet Standards:

All plans shall be drawn to scale, as identified in the checklist, and each sheet shall state the scale and show a measurable scale on the page for measurement calibrations.

### Document Orientation:

All plans must be uploaded in "Landscape" format in the horizontal position with a north indicator. All other documents can be in "Portrait" format.

### Stamped:

Where documentation contains a code analysis or engineering calculations, such documents shall be stamped by the design professional.

## Minimum Submittal Checklist for Upload to ePLANS

- Completed Fire Installation Permit Application – Covered and Open Malls (this document) Check all *Permit Conditions* checkboxes that are applicable to your project
- Completed Materials Management Plan (HMMP) documents and supplemental documents (*See Document Details* below)
- Site plans and floor plans (*see Plan Details* below)

## Document Details

HMMP Guide: <https://www.cityofvancouver.us/wp-content/uploads/2023/10/Hazardous-Materials-Management-Plan.pdf>

See Vancouver Fire Department HMMP Guide for direction on completing required HMMP and/or supplemental forms

| Does your mall have tenants who...  | If YES, please complete these pages of the HMMP (linked above): |   |
|---|---|---|
| Operate a carbon dioxide beverage dispensing system?  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO     | <input type="checkbox"/> Facility Information Forms<br><input type="checkbox"/> HMIS<br><input type="checkbox"/> Site Map & Storage Plan<br><input type="checkbox"/> Compressed Gases Permit Application    |
| Have on site (for any purpose) at any one-time, hazardous materials, including hazardous waste, at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs)? | <input type="checkbox"/> YES<br><input type="checkbox"/> NO     | <input type="checkbox"/> All HMMP documents   |
| Operate a mechanical refrigeration system?  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO     | <input type="checkbox"/> Facility Information Forms<br><input type="checkbox"/> Site Map<br><input type="checkbox"/> Refrigerant Declaration  |
| Have on site (for any purpose) at any one-time, hazardous materials, including hazardous waste, requiring a permit in accordance with Section 105.5 of the International Fire Code?   | <input type="checkbox"/> YES<br><input type="checkbox"/> NO     | <input type="checkbox"/> Facility Information Forms<br><input type="checkbox"/> HMIS<br><input type="checkbox"/> Site Map & Storage Plan<br><input type="checkbox"/> Hazardous Materials Permit Application |

**If a full HMMP is required, it must contain the following minimum elements:**

- Facility Information Form: Business Activities Declaration page
- Facility Information Form: Business Owner/Operator Identification page
- Hazardous Materials Inventory Statement (HMIS)
- HMIS Hazard Class Summary Report
- Emergency Response/Contingency Plan
- Employee Training Plan
- Recordkeeping
- Facility Site Plan & Storage Map
- Required supplemental forms

**In addition to the HMMP documents listed above, provide the following documents:**

- Lease Plan (required for all open and covered mall buildings)
- Fire Safety Plan and Fire Evacuation Plan (required in accordance with WSFC 403.10.1.1 for covered malls exceeding 50,000 square feet in aggregate floor area and for open mall buildings exceeding 50,000 square feet in aggregate area within the perimeter line)

**Lease plans shall include the following (WSFC 403.10.1.2):**

- Each occupancy, including identification of tenant.
- Exits from each tenant space.
- Fire protection features, including the following:
  - Fire department connections.
  - Fire command center.
  - Smoke management system controls.
  - Elevators, elevator machine rooms and controls.
  - Hose valve outlets.
  - Sprinkler and standpipe control valves.
  - Areas protected with automatic sprinkler systems and automatic fire-extinguishing systems.
  - Automatic fire detector zones.
  - Fire barriers.
- The lease plan shall be maintained on-site for immediate reference by responding fire service personnel (WSFC 403.10.1.3).
- The lease plans shall be revised annually or as often as necessary to keep them current. Modifications or changes in tenants or occupancies shall not be made without prior approval of the building official.

**Fire evacuation plans shall include the following (WSFC 404.2.1):**

- Emergency egress or escape routes and whether evacuation of the building is to be complete by selected floors or areas only or with a defend-in-place response.
- Procedures for employees who must remain to operate critical equipment before evacuating.
- Procedures for the use of elevators to evacuate the building where occupant evacuation elevators complying with Section 3008 of the International Building Code are provided.
- Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
- Procedures for accounting for employees and occupants after evacuation has been completed.
- Identification and assignment of personnel responsible for rescue or emergency medical aid.
- The preferred and any alternative means of notifying occupants of a fire or emergency.
- The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.

- Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
- A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

**Fire safety plans shall include the following (WSFC 404.2.2):**

- The procedure for reporting a fire or other emergency.
- The life safety strategy including the following:
  - Procedures for notifying occupants, including areas with a private mode alarm system.
  - Procedures for occupants under a defend-in-place response.
  - Procedures for evacuating occupants, including those who need evacuation assistance.
- Site plans indicating the following:
  - The occupancy assembly point.
  - The locations of fire hydrants.
  - The normal routes of fire department vehicle access.
- Floor plans identifying the locations of the following:
  - Exits.
  - Primary evacuation routes.
  - Secondary evacuation routes.
  - Accessible egress routes.
    - Areas of refuge.
    - Exterior areas for assisted rescue.
  - Refuge areas associated with smoke barriers and horizontal exits.
  - Manual fire alarm boxes.
  - Portable fire extinguishers.
  - Occupant-use hose stations.
  - Fire alarm annunciators and controls.
- A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
- Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
- Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.
- Type of fire alarm system
- Type of fire protection systems.

## Plan Details

The following is a list of information required on all plan submittals for review of a covered and open malls permit. The plan shall be drawn to 1/8" = 1'-0" minimum scale. The applicant is required to submit all applicable information so an accurate and timely review may be completed:

**General:**

- Site plan to include a north arrow, a measurable scale for calibration purposes, fire hydrants, emergency access lanes and doors, vehicle gates, Fire Department Connection, points of assembly/accountability for evacuees, electrical room, gas meters, sprinkler riser, fire alarm control panel, Knox Box, and roof access (if provided).
- Interior plans showing all access points, occupancy of each tenant or unoccupied tenant spaces, and fire protection systems.
- Portable fire extinguisher locations per WSFC 906.

## Permit Conditions

The following is a list of WSFC requirements related to covered and open mall operations. Use this form to confirm that all applicable requirements are met. Non-applicable requirements can be left blank.

### Covered and open mall buildings:

A *covered mall building* is a single building enclosing a number of tenants and occupants such as retail stores, drinking and dining establishments, entertainment and amusement facilities, passenger transportation terminals, offices, and other similar uses wherein two or more tenants have a main entrance into one or more malls. An *open mall building* is several structures housing a number of tenants such as retail stores, drinking and dining establishments, entertainment and amusement facilities, offices, and other similar uses wherein two or more tenants have a main entrance into one or more open malls. Anchor buildings (exterior perimeter buildings with independent means of egress) shall not be considered as a part of the covered or open mall buildings. Covered and open malls must meet the following requirements:

- An approved fire safety and evacuation plan in accordance with WSFC 404 shall be prepared and maintained for covered malls exceeding 50,000 square feet in aggregate floor area and for open mall buildings exceeding 50,000 square feet in aggregate area within the perimeter line (WSFC 403.10.1.1).
- Tenant identification shall be provided for secondary exits from occupied tenant spaces that lead to an exit corridor or directly to the exterior of the building. Tenant identification shall be posted on the exterior side of the exit or exit access door and shall identify the business name and address using plainly legible letters and numbers that contrast with their background (WSFC 403.10.1.5).  
Exception: Tenant identification is not required for anchor stores.
- Where the total floor area exceeds 50,000 square feet within either a covered mall building or within the perimeter line of an open mall building, an emergency voice/alarm communication system shall be provided. Access to emergency voice/alarm communication systems serving a mall, required or otherwise, shall be provided for the fire department (WSFC 907.2.20).
- Where approved by the City of Vancouver, mechanical smoke control for large enclosed volumes, such as in atriums or malls, shall be permitted to utilize the exhaust method. Smoke control systems using the exhaust method shall be designed in accordance with NFPA 92 (WSFC 909.8).
- Covered and open mall buildings and buildings connected shall be equipped throughout with an automatic sprinkler system which shall comply with all of the following (WSFC 914.2.1):
  1. The automatic sprinkler system shall be complete and operative throughout occupied space in the mall building prior to occupancy of any of the tenant spaces. Unoccupied tenant spaces shall be similarly protected unless provided with approved alternative protection.
  2. Sprinkler protection for the mall of a covered mall building shall be independent from that provided for tenant spaces or anchor buildings.
  3. Sprinkler protection for the tenant spaces of an open mall building shall be independent from that provided for anchor buildings.
  4. Sprinkler protection shall be provided beneath exterior circulation balconies located adjacent to an open mall.
  5. Where tenant spaces are supplied by the same system, they shall be independently controlled.Exception: An automatic sprinkler system shall not be required in spaces or areas of open parking garages separated from the covered or open mall in accordance with Section 402.4.2.3 of the International Building Code and constructed in accordance with Section 406.5 of the International Building Code.
- Where the total floor area exceeds 50,000 square feet within either a covered mall building or within the perimeter line of an open mall building, an emergency voice/alarm communication system shall be provided. Access to emergency voice/alarm communication systems serving a mall, required or otherwise, shall be provided for the fire department (WSFC 914.2.3).
- Rooms or areas containing controls for air-conditioning systems or fire protection systems shall be identified for use by the fire department (WSFC 914.2.4).

**Unoccupied tenant spaces in mall buildings:**

- Unoccupied tenant spaces in covered and open mall buildings shall be (WSFC 311.6):
  1. Kept free from the storage of any materials.
  2. Separated from the remainder of the building by partitions of not less than 0.5-inch-thick gypsum board or an approved equivalent to the underside of the ceiling of the adjoining tenant spaces.
  3. Without doors or other access openings other than one door that shall be kept key locked in the closed position except during that time when opened for inspection.
  4. Kept free from combustible waste and be broom swept clean.

**NOTE:** *This is not intended to be an all-inclusive list. The WSFC requirements listed are intended to ensure that we have adequate information to begin a review of the application. Additional information may be required.*

**I understand that all applicable codes apply and that other regulatory codes may also apply. Errors and/or omissions on the plans and corrections from field inspections are the responsibility of the owner/contractor. All work is subject to compliance with City of Vancouver ordinances and laws of the State of Washington.**

APPLICANT NAME: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_