



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 Mary Esther Fire Rescue – LSB (may include OMI-Water Department, Planning & Zoning and County Departments).
- B) There is a minimum \$65 fee for site plans review (see City fee schedule).
- C) Submit three (3) 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) LSB Standard 03 (3.8.2).
 - 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 AHJ)
 - 6. Fire main location and size (minimum 8 inch diameter)
 - 7. Fire mains are to be looped. If “dead-end” cannot be avoided, it shall not exceed 1,000 feet. When exceeding 600 feet, main shall not be less than 10 inches (per AHJ).
 - 8. Gates (automatic gates require battery back-up) require Knox key access, per AHJ- order form available at Mary Esther Fire Department.
 - 9. Details

- D) Once approved, a letter will be sent to Planning & Zoning and Okaloosa County to release site work. Your copy of approved plans and letter may be picked up at City of Mary Esther Fire Department/City Hall.
- E) Your copy of Mary Esther Fire Department LSB 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 Mary Esther Fire Department Fire Marshal.**
- 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 flows, and clearances are maintained.