



Submittals for Proposed Marijuana Establishments

The State Fire Marshal's Office has jurisdiction over commercial buildings across the State of Alaska. (13 AAC 50.027) It is our mission to protect life and property by promoting building safety. Marijuana establishments (retail, cultivation, product manufacturing, and testing facilities) may fall under our jurisdiction for review and approval.

To determine your building's occupancy type and whether or not a plan review is required, you need to provide hardcopies of the following items:

- A completed plan review application
- A scaled site plan showing distances to property lines and buildings
- A floor plan of the entire building
- List of materials & chemicals used in the establishment (CO2 enrichment, fertilizer, insecticides, etc.)
- A copy of the establishment's operating plan (prepared for the Marijuana Board)
- Technical specifications for the establishment's lighting, heating & ventilation equipment
- Approval from your local government agency (building authority)
- Emergency access approval from your local fire authority

After we receive all of the requested items, we will determine if your establishment requires approval from our office. We will provide our decision in writing to you within one (1) week after receiving the entire packet. Your establishment's packet will then be forwarded to the appropriate office. Please note, partial submittals will delay the process.

If your establishment requires a plan review, you will receive a fee letter. This fee needs to be paid before the review of your plans can continue. Please note, if you begin construction or renovation before the review is complete, a special processing fee will be charged.

This packet includes:

1. Fire & Life Safety Plan Review Application
2. Explanation of plan review application
3. Fee explanation (with examples)

If you have any questions regarding this process, please contact us at: 907.269.2004.

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Juneau, Alaska 99801
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Fax (907) 465-5521

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APPLICATION FOR FIRE AND LIFE, SAFETY PLAN REVIEW

Authority: 13 AAC 50.027

1. Name of building (previous and new): _____

2. Provide a project description and previous review number (if applicable) of the work: _____

3. Type of Project and cost: new building addition to an existing building renovations occupancy change
 foundation exterior wall envelope (framing) fuel system project relocation fire system project
Project Cost \$ _____ (Required for Fuel Systems and Renovations/Remodels (labor and materials))

4. Describe use of the building: _____

Lot Number: _____ Block Number: _____ Subdivision Name: _____

Physical Address (required): # _____ Street _____ Suffix _____ City _____ Zip _____

Type of construction: _____ (I, II, III, IV, V) Indicate use or IBC occupancy: _____ (A,B,E,F,S,I,H,R,U)

Total square footage: _____ Suppression system to be installed: YES NO - # Devices: _____
Fire Alarm system to be installed: YES NO - # Devices: _____

APPLICANT NAME: _____	OWNER NAME: _____
COMPANY NAME: _____	BUSINESS NAME: _____
MAILING ADDRESS: _____	MAILING ADDRESS: _____
CITY: _____	CITY: _____
ZIP: _____ STATE: _____	ZIP: _____ STATE: _____
PHONE: _____ FAX: _____	PHONE: _____ FAX: _____
EMAIL: _____	EMAIL: _____

I certify that I have read and examined this application and know the same to be true and correct. I recognize that approval of plans submitted does not presume to give approval to oversights by the Division of Fire and Life Safety nor grant authority to violate or cancel the provisions of any other state or local law regulating this occupancy. 13AAC 50.027(c)(5): "If any work for which a plan review and approval is required by this subsection has been started without first obtaining plan review and approval, a special processing plan review fee will be charged."

APPLICANT SIGNATURE

DATE

Please Submit Applicable Documents – stamped by an Alaskan Registered Design Professional

- SCALED PLOT PLAN: Show distance to property lines and existing buildings.
- STRUCTURAL DRAWINGS - including: design criteria, connections.
- ARCHITECTURAL DRAWINGS - including: Interior and exterior wall details, means of egress, fire extinguisher information.
- MECHANICAL DRAWINGS - including: Hood and duct, fuel tank size and location.
- ELECTRICAL DRAWINGS - including: Emergency lighting, exit signs.
- FIRE PROTECTION SYSTEM: Automatic sprinklers, hood suppression, fire alarm.
- FIRE DEPARTMENT ACCESS LETTER – including: access and fire flow approval and notification

IT IS IN VIOLATION OF STATE LAW TO BEGIN ANY CONSTRUCTION BEFORE A PERMIT HAS BEEN ISSUED BY THIS OFFICE.

Explanation of Application for Fire & Life Safety Plan Review

1. Name of Building

Our office uses building names for our files and systems. Because of this, we need to know how you will be referring to the building. If it's an existing building, be sure to include any previous names the building may have been called in the past. If this project involves a tenant in a building, provide the building name and the tenant name with the suite number.

2. Project Description

Provide a brief project description (ex. "expand office space for Suite 102 by removing two walls"). If this building has been reviewed in the past, provide any previous plan review numbers.

3. Type of Project & Cost

Select the type of project. Provide project cost for renovation projects or fuel systems.

4. Use of Building

Provide brief description on building (ex. "Office space on 1st floor and long term rental apartments on 2nd floor")

5. Lot Number / Block Number / Subdivision Name

This information is to be provided if you have it.

6. Physical Address

If your area does not have physical addresses, please provide Lot/Block/Subdivision names.

7. Type of Construction (I, II, III, IV, V)

Designators used to describe the type of materials that will be used in the construction of the building. This information can be found in more detail in Chapter 6 of the 2009 International Building Code (IBC). (This information can be found on our website at www.akburny.com)

Below are examples of the more common construction types:

Type II – (noncombustible) metal or masonry

Type V – (combustible) wood

8. Use or IBC Occupancy (A, B, E, F, H, I, M, R, S, U)

These are classifications for building use and occupancy. This information can be found in more detail in Chapter 3 of the 2009 International Building Code (IBC). (This information can be found on our website at www.akburny.com.)

A: Assembly occupancy – buildings used for social events and gatherings

Theaters, restaurants, churches, bowling alleys

B: Business occupancy – buildings involved in professional or office type transactions

Banks, outpatient clinics, post offices

E: Educational occupancy – buildings used for educational purposes through 12th grade

Day cares, schools

F: Factory occupancy – buildings used for assembling, packaging, repairing or processing

Bakeries, breweries, water treatment

H: Hazardous occupancy – buildings used for storage and processing of materials which constitute a health hazard

Storage of explosives, toxic chemicals, corrosives, flammable, combustible materials/liquids

I: Institutional occupancy – supervised environments in which people are cared for

Alcohol & drug centers, assisted living facilities, hospitals, jails

M: Mercantile occupancy – buildings used for display and sale of merchandise

Retail stores, gas stations

R: Residential occupancy – buildings used for sleeping purposes

Hotels, apartments, boarding houses

S: Storage occupancy – buildings used for storage of nonhazardous materials

Aircraft hangars, food storage, warehouses

U: Utility occupancy – accessory buildings not classified under other occupancies

Barns, sheds, tanks

9. Total Square Footage

Provide total square footage of the project and of the building itself. If you are submitting for an addition review, provide the square footage of the addition and the total square footage of the building.

10. Suppression & Alarm system to be installed

Only to be used if you are submitting for a fire alarm or fire suppression or kitchen hood & duct suppression system. Provide the number of devices for an accurate fee.

11. Applicant Information

The primary applicant will receive any correspondence or questions from our office. The owner's information needs to be provided if different than the primary applicant.

12. Applicant Signature

This application is a legal document and needs to be signed before our office can proceed with the review.

13. Checklist

This checklist is provided to assist with the submittal process. This is a summary of the information we may need to see depending on the type of project you have.

Please note:

Your project may be delayed in processing if your application is not completed entirely. If you have any questions regarding the application – please call our office at 907.269.2004

Plan Review Fees Explanation

Our procedure for determining fees is detailed in our Regulations and can be found in total on our website (www.akburny.com).

The pertinent sections are included below followed by step-by-step examples.

(1) upon application for a plan review, a plan review fee must be paid to the State of Alaska; the plan review fee is established by *I.B.C.*, Section, 108 adopted by reference in 13 AAC 50.020; the value of the proposed construction will be determined by the division of fire and life safety using the valuation schedule, the plan review fee table and the plan review fee formula set out in (6), (7), and (8) of this subsection; renovation, alterations, and mechanical changes and fuel system installation and replacement valuation is determined by the project cost; the fee schedule will then be applied to the calculated fee; if the division of fire and life safety cannot determine project value using the valuation schedule or the construction estimate, an hourly fee of \$75 per hour or fraction of an hour will be charged; the minimum review fee for industrial (oil, gas, and mining) use facilities is \$1000; the plan review fee for home day cares is \$100; the plan review fee for a relocation review is \$150; the minimum fee for other uses requiring administrative approval, such as impairments, code modifications, foundations, and framings is \$150;

(5) if any work for which a plan review and approval is required by this subsection has been started without first obtaining plan review and approval, a special processing plan review fee will be charged; the special processing plan review fee is an additional charge equal to the amount of the standard plan review fee for the project; subsequent violations by the same person or business will result in an additional special processing fee multiplied by the number of previous violations;

(6) the division of fire and life safety shall determine value of the proposed construction using the Valuation Schedule set out in this paragraph, as follows:

Valuation Schedule

Group	2006 International Building Code	Square Foot Construction Costs								
		Types of Construction								
		IA	IB	IIA	IIB	IIIA	IIIB	IV (HT)	VA	VB
A-1	Assembly, theaters with stage	\$176.86	\$171.15	\$166.88	\$159.97	\$148.38	\$147.66	\$154.79	\$137.22	\$132.12
A-1	Assembly, theaters without stage	163.20	157.49	153.22	146.31	134.72	134.00	141.12	123.56	118.45
A-2	Assembly, nightclubs	137.74	133.48	130.10	125.03	116.08	115.77	120.68	106.71	103.11
A-2	Assembly, restaurants, bars, banquet halls	136.74	132.48	128.10	124.03	114.08	114.77	119.68	104.71	102.11
A-3	Assembly, churches	163.64	157.92	153.66	146.75	135.13	134.40	141.56	123.97	118.86
A-3	Assembly, general, community halls	139.33	133.62	128.35	122.44	109.81	110.09	117.26	98.65	94.55
A-3	Public Buildings	148.08	148.08	120.00	114.72	124.56	120.24	117.26	114.00	109.92
A-3	Bowling Alleys	98.88	98.88	61.20	57.12	66.60	62.28	47.10	44.88	57.24
A-4	Assembly, arena	136.74	132.48	128.10	124.03	114.08	114.77	119.68	104.71	102.11
B	Business	140.02	134.95	130.65	124.54	111.53	110.82	1193.78	99.60	95.75
B	Medical Offices	143.40	143.40	110.64	105.12	120.00	111.72	109.98	108.24	104.40
B	Banks	177.72	177.72	130.92	126.72	139.32	130.92	117.12	130.92	125.40
B	Fire Stations	137.58	137.28	90.36	85.20	98.88	94.68	93.81	92.76	87.96
E	Educational	149.11	144.06	139.93	133.69	123.37	120.45	129.32	110.19	106.00
F-1	Factory & Industrial, moderate hazard	85.02	81.11	76.36	73.96	63.99	64.99	70.93	54.57	51.74
F-2	Factory & Industrial, low hazard	84.02	80.11	76.36	72.96	63.99	63.99	69.93	54.57	50.74
Oil & Gas	Production facilities, well pads	68.28	68.28	47.52	43.68	52.32	49.32	NP	49.32	45.12
H-1	High Hazard, explosives	79.75	75.84	72.09	68.68	59.88	59.88	65.66	50.46	NP
H-2, 3, 4	High Hazard	79.75	75.84	72.09	68.68	59.88	59.88	65.66	50.46	46.63
H-5	Hazardous Production Materials	140.02	134.95	130.65	124.54	111.53	110.82	119.78	99.60	95.75
I-1	Institutional, supervised environment	138.30	133.59	130.04	124.80	114.46	114.52	123.94	105.39	101.21
I-2	Institutional, incapacitated	223.04	227.97	223.67	217.56	204.05	N.P.	221.80	192.13	N.P.
I-3	Institutional, restrained	159.07	154.00	149.70	143.59	131.82	130.11	138.83	119.89	114.03
I-4	Institutional, day care facilities	138.30	133.59	130.04	124.80	114.56	114.52	123.94	105.39	101.21
M	Mercantile	102.58	98.32	93.94	89.87	80.45	81.15	85.52	71.08	68.48
R-1	Residential, hotels	138.69	133.98	130.43	125.19	115.04	115.00	124.42	105.87	101.68

Group	2006 International Building Code	Square Foot Construction Costs								
		Types of Construction								
		IA	IB	IIA	IIB	IIIA	IIIB	IV (HT)	VA	VB
R-2	Residential, multi family	116.34	111.63	108.08	102.84	92.80	92.76	102.18	83.63	79.45
R-3	Residential, one- & two-family	111.51	108.46	105.79	102.87	98.15	97.91	101.12	93.50	88.03
R-4	Residential, care/assisted living facilities	138.30	133.59	130.04	124.80	114.56	114.52	123.94	105.39	101.21
S-1	Storage, moderate hazard	78.75	74.84	70.09	67.68	57.88	58.88	64.66	48.46	45.63
S-2	Storage, low hazard	77.75	73.84	70.09	66.68	57.88	57.88	63.66	48.46	44.63
U	Utility, misc.	59.54	56.30	52.95	50.29	43.72	43.72	46.94	35.89	34.18

(7) The division of fire and life safety shall use the following for calculating fees for plan review:

TOTAL VALUATION FEE Valuation	Basic Fee	Each Additional \$1,000 or Fraction of \$1,000
\$1 to \$25,000	\$100 for the first \$8,000	\$16
\$25,001 to \$50,000	\$430.25 for the first \$25,000	\$11.10
\$50,001 to \$100,000	\$780.05 for the first \$50,000	\$8
\$100,001 to \$500,000	\$1,093.05 for the first \$100,000	\$6.60
\$500,001 to \$1,000,000	\$3,556.75 for the first \$500,000	\$5.75
Over \$1,000,000	\$6,168.75 for the first \$1,000,000	\$4.15

(8) Plan review fees shall be determined using the following formula: (A) for valuation, project floor area in square feet multiplied by the cost per square foot from valuation schedule set out in (6) of this subsection, equals the project total valuation; (B) for fee, basic fee from plan review fee table set out in (7) of this subsection plus the additional fee per \$1,000 valuation over basic fee from plan review fee table multiplied by 75 percent equal the plan review fee.

In summary:

For projects involving new buildings, the fee is based on occupancy type, construction type & square footage. If your establishment will be located in an existing building, the fee is based on the cost of any renovations.

Examples:

A. New building with 1,000 sqft, F-1 (processing occupancy), type VB (wood) construction

1. Using the tables under section (6), determine the cost per square foot for a F-1/VB building
 - \$51.74
2. Determine the project cost - multiply the square footage cost by the square footage
 - \$51.74 x 1,000 sqft = \$51,740
3. Using calculated project cost & the Valuation Table (above) - determine the basic fee
 - \$780.05 for the first \$50,000
4. Determine fee for remainder of project cost (for each additional \$1,000 or fraction of \$1,000)
 - Subtract project cost by \$50,000
 - \$51,740 - \$50,000 = \$1,740
 - Round up to nearest thousand
 - \$2,000

- Divide by 1,000
 - $\$2,000 / 1,000 = \2.00
 - Multiply by factor determined by table above
 - $\$2.00 \times \$8.00 = \$16.00$
5. Add both factors for calculated fee
 - $\$780.05 + \$16.00 = \$796.05$
 6. According to our regulations (#8 above), we charge 75% of this calculated fee:
 - $\$796.05 \times 0.75 = \597.04

So, for a new building with 1,000 square feet, F-1 (processing) occupancy and type VB (wood) construction, the plan review fee would be - \$597.04

B. Existing building with \$70,000 renovation

Use the same steps in Example A. Use \$70,000 as project cost.

1. Determine basic fee for \$70,000 project cost
 - \$780.05 for the first \$50,000
2. Determine fee for remainder of project cost
 - $\$70,000 - \$50,000 = \$20,000$
 - $\$20,000 / \$1,000 = \$20$
 - $\$20.00 \times \$8.00 = \$160$
3. Determine calculated fee
 - $\$780.05 + 160 = \940.05
4. Determine actual fee (75% of calculated fee)
 - $\$940.05 \times 0.75 = \705.04

So, the plan review fee for a renovation project costing \$70,000 would be - \$ 705.04