



DEPARTMENT OF LABOR & EMPLOYMENT

Division of Oil & Public Safety
Public Safety Section
633 17th Street, Suite 500
Denver, Colorado 80202-3660
Phone 303/318-8550; Fax 303/318-8488
<http://publicsafety.cdle.state.co.us>

PRELIMINARY MEETING REQUIREMENTS CHECKLIST

Date: ____/____/2008

School Name: _____

School Address: _____

City: _____

NOTE: For any construction project, *before building permit submittal*, the applicant may first hold a preliminary review meeting with all three of the following: the Division of Oil and Public Safety, the local Fire Department, and the Division of Fire Safety, at any of the design stages of plan preparation (S.D./D.D./C.D.). The preliminary review package shall illustrate and describe the design of the project, establishing the scope of work, relationships, forms, size and appearance of the project by means of plans, sections and elevations, typical construction details, and equipment layouts. The documents should include outline specifications that identify major materials and systems and establish in general their quality levels.

THE PRELIMINARY REVIEW PACKAGE SHOULD INCLUDE ALL OF THE FOLLOWING ITEMS:

Items recommended for Preliminary Meeting:

(1) SITE PLAN: Including the property address(s) and/or legal description, boundaries, existing and proposed structures and/or additions, parking lots, fenced areas, fire hydrants, fire equipment access, water supply and topographical map.
Comments: _____

(2) CODE ANALYSIS AND CODE PLAN: Including the following information, however the designer may provide additional information at their discretion;
(a) Calculations of the actual and allowable square footages of all new construction and remodeling,
(b) Floor plan(s) of all floors of all proposed new construction, existing to remain, and remodel areas,
(c) The proposed occupancy group(s) of the building. Include daytime use and after-hours use occupancy where applicable,
(d) All fire and smoke rated construction (including rated exit corridors, fire walls, fire barriers, smoke barriers, and construction capable of resisting the passage of smoke), and
(e) All exits, exit access, and stairways.
Comments: _____

(3) FIRE REVIEW: Fire review application must be submitted to The Division of Fire Safety and the local Fire Department who shall then have twenty business days to submit the completed fire review to The Division of Oil and Public Safety. The Division of Fire Safety and/or the local Fire Department may request, in writing, an extension from the Division of Oil and Public Safety on the basis of the complexity of the project.
Comments: _____

Plans Examiner: _____ Date: _____

Applicant: _____ Date: _____