

## Code Record

### Required Information

The two parts that must be included in a Code Record are a narrative and schematic plan. Although they can be combined on the same sheet(s), there may be occasions, such as with requests for “alternate methods and materials,” when the narrative may need to stand-alone. Regardless of how assembled, the following must be included in every Code Record:



#### Narrative:

- ◆ Facility information (name of building, address, owner)
- ◆ Designer information (name & address)
- ◆ Design Codes
- ◆ Description of work (new, addition, remodeling, etc.)
- ◆ Area, height & number of stories
- ◆ Occupancy classifications and Types of Construction
- ◆ Separated or Nonseparated uses
- ◆ Calculations showing compliance for allowable area, height & stories
- ◆ Extent of active fire-protection features (sprinklers, standpipes, detection, alarms, smoke-control, emergency power, lighting)
- ◆ Proposed “alternates” and/or “modifications” (complete justification)



#### Schematic Plan: (Floor plans on maximum of 11” x 17”)

- ◆ Orientation information (scale, North arrow, legend of symbols)
- ◆ General room layouts with names of those fire-separated or with significance, including suites
- ◆ Distance to property lines, streets, and buildings on same site
- ◆ Rated walls (fire walls, fire barriers, smoke barriers, corridors, horizontal exits, exit enclosures, exit passageways)
- ◆ Occupancy Classifications and Types of Construction (on floor plan)
- ◆ Exterior exits and Exit stairs
- ◆ Fire department connection and control panel
- ◆ Accessible entrances
- ◆ Elevators