

Code Record

Purpose

In addition to plans and specifications, every application for plan review must include a separate graphic and written record of the significant code compliance features prepared by the licensed design professional. This document, termed the “Code Record,” is intended to provide a succinct summary description of major code required life-safety components. It serves the following purposes:

- Provides a communication tool for DLI/CCLD to coordinate with other state agencies relating to their areas of jurisdiction. The intent is to minimize the discovery of unforeseen items at the eleventh hour of construction.
- Quickly orients the plan reviewer to the project, shortening review time spent discovering the code compliance designer intent.
- Provides interpretation clarity for future reference by having the methods of past code compliance on file for the maintenance personnel, regulators, and designers.

When Required

A Code Record must be submitted with every Application for Plan Review.

Exceptions:

- Any remodeling or renovation to part or all an existing building, structure, or work which does not:
 - Change the load on its mechanical or electrical systems or change the live or dead load on its structural systems, in either case, in such a manner that a violation of the MSBC might occur;
 - Change the buildings access or exiting
 - Change the occupancy or use of part or all the building.
- Buildings totaling less than 5,000 square feet
- Cold storage buildings and other non-occupied buildings

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 (which code and which year)
- Description of work (new, addition, remodeling, etc.)
- Actual footprint area, floor 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 passive fire-protection features (fire walls, fire area separation fire barriers, fire resistance rated structure)
- Extent of active fire-protection features (sprinklers, standpipes, detection, alarms, smoke-control, emergency power, lighting)
- Proposed “alternates” and/or “modifications” (complete justification)

Schematic Plan(s):

- Orientation information (scale, North arrow, legend of symbols)
- Fire Area “building” limits and labels.
- 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 assemblies (fire walls, fire barriers, smoke barriers, corridors, horizontal exits, exit enclosures, exit passageways, horizontal assemblies)
- Occupancy Classifications and Types of Construction
- Exterior exits and Exit stairs
- Fire department connection and control panel
- Accessible parking (if parking provided), accessible routes, accessible features (entrances, restrooms, drinking fountains), exempt areas
- Elevators & elevator lobbies/shaft protection