



# Department of Public Safety

Division of Fire Safety, Inspection Unit  
Office of the State Fire Marshal  
573-522-6207

## Plan Review Submittal Form

**To:**  
**Ed Nicholson**  
Plan Reviewer  
3190 Osage Acres Road  
Kaiser, MO 65047

**From:**  
**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**e-mail:** \_\_\_\_\_

Facility Type:     Group Day Care     Day Care Center     License Exempt     Other

Facility Name: \_\_\_\_\_ County: \_\_\_\_\_

Owner/Operator: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ # of Rooms for Care: \_\_\_\_ Age Range: \_\_\_\_

City, State, Zip: \_\_\_\_\_ Number of Children/Residents: \_\_\_\_\_

Date Plans Submitted: \_\_\_\_\_

### Plans Must Include The Following:

- Full dimensions of buildings, rooms, doors, etc.
- Location and size of all windows
- Type of wall construction and interior finish
- Location of all emergency lighting and lighted exit signs
- Location and type of heating equipment (gas/electric)
- Location and type of all fire alarm equipment – smoke detectors, heat detectors, manual pull stations, horn and strobe warning devices
- Fire Rating of all mechanical rooms, furnace rooms, laundry rooms.
- Location of all exits, exit door swing, hardware
- Location and size of fire extinguishers
- Ceiling height in all approved child care space
- Location of kitchen and cooking equipment
- Type of cooking equipment

**Notice: State Statute 327.101 requires that any building over 20,000 cubic feet in size or has more than nine (9) occupants must have blue prints prepared by a registered architect.**

Omission of any of the above items will cause a delay in the plan review process. During the construction phase, the Division of Fire Safety must conduct a framing and wiring inspection. Failure to have this inspection will result in an unapproved fire inspection.

### Official Use Only:

Date Plans Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_