

Department of Public Safety

Division of Fire Safety
Office of the State Fire Marshal
573-751-2930



PLAN REVIEW SUBMITTAL FORM

TO:
Plans Review
Fire Safety Inspection Unit
PO Box 844
Jefferson City, MO 65102

FROM:

Facility Type: Group Day Care Day Care Center License Exempt Long-Term Care

Facility Name: _____

Owner/Director: _____ Capacity: _____

Address: _____ County: _____

City, State, Zip: _____ Phone: _____

Date Plans Submitted: _____

Plans Must Include

- 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 or 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.

Office Use Only:

Date Plans Received: _____ Date Reviewed: _____