



BOBBY JINDAL
GOVERNOR

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Services



H. BUTCH BROWNING
STATE FIRE MARSHAL

INTERPRETIVE MEMORANDUM 2011-02

To: All Fire Prevention Bureaus
Felicia Cooper, Deputy Asst Secretary/Plan Review, OSFM
Chief Dan Wallis, Deputy Asst Fire Marshal Enforcement/Emergency Services, OSFM
Stephen Gogreve, Manager, OSFM
Pat Aronstein, Manager, OSFM
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Plan Review Staff, OSFM
Baton Rouge District
New Orleans District
Lafayette District
Shreveport District

From: Don Zeringue, Chief Architect/Plan Review, OSFM

Approved by: Chief Butch Browning, State Fire Marshal

Date: February 18, 2011

RE: (P.O.R.) Shop Drawing Review Stamp

LRS 37:155 requires all projects that exceed the square footage or dollar amount limitations listed in this statute to be submitted by a Louisiana licensed architect or civil engineer, identified as a "professional of record" (P.O.R.) by this office. This law establishes building area thresholds for larger buildings which require more code evaluation for basic design and life safety systems. The apparent intent of the law is to ensure an owner is being provided with a safe building and code compliant systems. This is the responsibility of, by contractual agreement, the professional of record; not a subcontractor who has no contractual relationship with the owner.

This office requires ALL PHASES of projects exceeding the thresholds established in LRS 37:155 to be reviewed and approved by a responsible professional of record, particularly those associated life safety and/or fire protection systems required to satisfy minimum standards for occupancy.

Fire alarm and automatic sprinkler system shop drawings for projects exceeding the limits of LRS 37:155 are to be reviewed by a responsible professional of record, prior to submittal for review by this office. (See LAC 46:l:1305 and 1307 for additional information concerning engineers as P.O.R.). The professional of record is to note that the submittal documents have been reviewed for general conformance with the contract documents. This is normally done with a shop drawing review stamp placed on each plan sheet and the first sheet of calculations and manufacturer's cut sheets. The alternative to a shop drawing stamp is a handwritten note by the professional of record placed on each plan sheet, signed and dated indicating the plans have been reviewed. NOTE: SEPARATE SHOP DRAWING APPROVAL SHEETS THAT CAN BECOME DISCONNECTED FROM THE SHOP DRAWINGS ARE NOT ACCEPTABLE.

Please note that all parts of a project must be declared acceptable by inspection before the building can be lawfully occupied and that delays in the approval process for any one system can cause delays for the entire project.

It is the policy of this office to return fire alarm and automatic sprinkler system shop drawings not-in-compliance, without benefit of review, when there is no evidence that the submittal has been reviewed by the responsible professional of record.

DZ/LRB

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