



## DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

### Public Safety Services



## MEMORANDUM 2012 - 02

To: Louisiana Hospital Association  
Louisiana Nursing Home Association  
LA Licensed Architects  
LA Licensed Engineers  
Erin Rabalais, RN, Section Chief, DHH Health Standards  
Felicia Cooper, Deputy Asst Secretary/Plan Review, OSFM  
Chief Dan Wallis, Deputy Asst Fire Marshal Enforcement/Emergency Services, OSFM  
Plan Review Staff, OSFM

From: Don Zeringue, Chief Architect/Plan Review

Approved by: Chief Butch Browning, State Fire Marshal

Date: July 1, 2012

**RE: Plan Review for DHH Health Care Facility Licensing Requirements**

This Memorandum voids and replaces MEMORANDUM 2011-06 (dated September 15, 2011)

Act 745 of the 2012 Regular Legislative Session grants authority to the Office of the State Fire Marshal (OSFM) for plan review of a facility that is licensed or certified, or that is seeking licensure or certification, by the Department of Health and Hospitals, Health Standards Section (DHH). This new legislation replaces a former temporary agreement between this office and DHH and establishes the OSFM as the reviewing agent for determining compliance with state adopted design and construction requirements for applicable facilities. As such, the following procedures will be implemented immediately:

- 1) Any facility requiring a plan review prior to licensure by DHH shall submit the following information TO THIS OFFICE:
  - a. Completed application for plan review. NOTE: "DHH Licensed Project" will be reviewed as a "System Type", separate from the new construction or renovation review;
  - b. The appropriate plan review fees – payable to the **Department of Public Safety** (see below);
  - c. Drawings, specifications, and functional program requirements of the proposed facility;
  - d. The information indicated in the "Health Care Facility License and/or Certification Plan Review Checklist" located in the "Health Care Licensing Plan Review" section on our website ( LASFM.org ).

Is Yours Working"??

Smoke Detectors Save Lives!!

**OFFICE OF THE STATE FIRE MARSHAL**  
**8181 INDEPENDENCE BOULEVARD, BATON ROUGE, LA 70806**  
**(225) 925-4911 1-800-256-5452**

This information is IN ADDITION to the OSFM plan review application and other information as required to indicate compliance with the life safety, fire protection, accessibility, and energy code laws, rules, and codes of this state.

- 2) Plan review for compliance with DHH licensing requirements will be completed separately from the life safety, fire protection, accessibility, and energy code review and a separate letter will be issued to address the licensing review independently. Early submittal (prior to submittal of construction drawings) is encouraged due to the nature of the adopted rules and regulations governing spatial relationships and conceptual design.

**Plan Review Fee Schedule**

In accordance with R.S. 40:2017.11, fees for review of plans, there shall be a charge of five dollars per page for all plans or specifications for hospitals, ambulatory surgical centers, nursing homes, and group or community homes or other residential living options which are submitted for review to the Department of Public Safety and Corrections, Office of State Fire Marshal, or its designee pursuant to rules promulgated in accordance with the Administrative Procedure Act. There shall be a minimum charge of twenty-five dollars and a maximum charge of three hundred dollars, plus a postage and handling fee of ten dollars. Such costs shall be paid prior to review by the owner of the project for which the review is requested.

Occupancy	Number of Sheets	Minimum Fee	Maximum Fee
<b>HOSPITALS,            AMBULATORY            SURGICAL            CENTERS,            NURSING HOMES,            GROUP OR            COMMUNITY            HOMES, OTHER            RESIDENTIAL            LIVING OPTIONS</b>  (See attached “Health Care Facility License and/or Certification Plan Review Checklist”)  <b>Groups I-1, I-2, I-3,            I-4, R-1, R-2, R-3, R-4</b>	<b>0 - 5</b>	<b>\$35.00</b>	<b>\$35.00</b>
	<b>6 and up</b>	<b>\$40.00</b>	<b>+ \$5 for each            additional sheet,            not to exceed \$310.00</b>