



BOBBY JINDAL
GOVERNOR

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Services



H. BUTCH BROWNING
STATE FIRE MARSHAL

INTERPRETIVE MEMORANDUM 2013-02

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
Boyd Petty, Manager, OSFM
Plan Review Staff, OSFM
All SFM District Offices
All Life Safety System Assoc.

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

Approved by: Chief Butch Browning, State Fire Marshal

Date: February 4, 2013

**RE: (P.O.R.) Shop Drawing Review Stamp
(REVISED TO REPLACE INTERPRETIVE MEMORANDUM 2011-02 DATED FEBRUARY 18, 2011)**

LRS 37:155 requires ALL PHASES of projects that exceed the square footage or dollar amount limitations listed in this statute to be reviewed, approved and submitted by a Louisiana licensed architect , civil engineer, or system engineer identified as a "professional of record" (P.O.R.) by this office. This law establishes building area thresholds and maximum renovation costs which require a higher level of code evaluation required to satisfy minimum standards for occupancy. This includes the following life safety systems: fire alarm, special locking, automatic sprinkler systems, and fixed suppression system (kitchen hood, paint booth and clean agent systems).

Fire alarm, special locking, automatic sprinkler systems, and fixed suppression systems 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:I: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 with no exceptions taken or similar notation. System packages are subject to return without benefit of review where there is no evidence that the submittal has been reviewed by the responsible professional of record.

Note the following:

1. Shop drawing review stamps for special locking and fire alarm submittals shall be applied on each plan sheet and the first page of supporting documentation that is presented as a bound package.
2. Shop drawing review stamps for automatic sprinkler submittal shall be applied on each plan sheet and the first page of each set of calculations and the manufacturer's cut sheets presented as a bound package.
3. Shop drawing review stamps for fixed fire suppression submittals (kitchen hoods, paint booths, and clean agent) that are independent of a sprinkler system shall be applied on each plan sheet and the first page of supporting documentation that is presented as a bound package.
4. The alternative to a shop drawing stamp is a handwritten note signed and dated by the professional of record placed on each sheet as indicated above stating the project has been reviewed and no exceptions are noted.

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.

DZ/LRB

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