The Office of the State Fire Marshal, Division of Code Enforcement and Building Safety, shall review plans of health care facilities that are licensed and/or certified by the State of Louisiana. As such, plans and specifications for applicable facilities will be required to contain appropriate information for review. The information outlined in this document represents the minimum criteria necessary for this office to determine compliance with the licensing requirements. Please note that this list is not comprehensive or all-inclusive and does not address all aspects of every facility. In order to ensure that the proposed projects can be expeditiously reviewed, applicable requirements should be addressed in the documents submitted for review. The requirements for licensed facilities are contained within the following references:

- Louisiana Administrative Code (LAC) Title 48.

Drawings and specifications shall also document compliance with the Louisiana Revised Statutes (LRS, see Fire Marshal's Act on our web site at www.dps.state.la.us/sfm), the Life Safety Code (NFPA 101) and all promulgated National Fire Codes, the Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines (see ADA-ABA, under Codes/Rules/Laws on our web site), the Fair Housing Act, the Commercial Building Energy Conservation Code, (L.R.S. 40:1730.41 through 1730.48), the Louisiana State Uniform Construction Code (L.R.S. 40:1730.21 through 1730.40), the Architects Licensing Law, (L.R.S. 37:155), the Engineers/Land Surveyors Licensing Law (L.R.S. 37:696(B) & LAC 46:LXI. 2701), and the Louisiana State Sanitary Code (LAC Title 51, as may be applicable, see also “PLUMBING INFORMATION” below). Refer to additional checklists available on our web site for required items.

The applicable general information contained in this checklist should be clearly identified on the drawings and/or specifications, or provided in the form of an attachment to the submitted documents. An attachment is acceptable as long as it is part of the official construction documentation. Failure to provide this information may delay the review of the project or cause it to be rejected for lack of significant information. Additional information and/or drawings are never discouraged and may be necessary to describe complex or unique conditions contained in the project.

As an aid to streamline the architectural plan review process, we ask that you complete this checklist, and attach it to your Plan Review Application. Your help, up front, will facilitate a complete submittal package, shorten our review time, and help us to get your project reviewed and returned sooner. Please verify that each item below is: A. in your submittal, B. correct, and C. is coordinated within the submittal. Provide a check mark adjacent to each item or print "N/A" for items not applicable to this submittal. Thank you for your help, in completing and coordinating the items in this checklist.

<table>
<thead>
<tr>
<th>CONTENTS</th>
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<td>Exterior Elevation Information</td>
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<td>Mechanical Information</td>
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<td>Plumbing Information</td>
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<tr>
<td>Electrical Information</td>
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</tbody>
</table>
FACILITY CLASSIFICATION
(Check One)
___ General Hospital
___ Psychiatric Hospital
___ Rehabilitation Hospital
___ Ambulatory Surgical Center
___ Abortion Clinic
___ Abuse/Addiction Treatment Facility

Sub classification of Outpatient Facility:
___ Opioid Addiction Treatment
___ Children/Adolescent Program
___ Treatment/Detoxification
___ Outpatient Counseling
___ Intensive Outpatient Treatment

Sub classification of Twenty-Four Hour facility:
___ Primary Residential Treatment
___ Inpatient Detoxification
___ Inpatient Primary Treatment
___ Community-Based Program

___ Therapeutic Community (Long Term Residential)
___ ESRD (Dialysis Center)
___ Rural Health Clinic
___ Pediatric Day Health Care
___ Hospice Facility
___ Nursing Home
___ Personal Care Home (Level 1)
___ Shelter Care Facility (Level 2)
___ Assisted Living (Level 3)
___ Adult Residential Care Provider (Level 4)
___ Adult Day Health Care
___ Intermediate Care Facility for the Developmentally Disabled (ICF/DD)
___ Center-Based Respite Care
___ HCBS Adult Day Care Module
___ PRTF – Psychiatric Residential Treatment Facility
___ TGH – Therapeutic Group Homes

THE FOLLOWING HEALTHCARE RELATED ENTITIES DO NOT REQUIRE PLAN REVIEW BY OSFM FOR LICENSURE
___ Physician offices
___ Fertility clinics
___ Sleep centers- except those requesting to be licensed as beds in a hospital
___ Urgent care clinics
___ Free standing cancer centers and cancer centers located within a hospital that provide only outpatient cancer services
___ Outpatient imaging centers
___ Outpatient Infusion centers – NOTE: hospital infusion units serving inpatients will require plan review
___ Mobile units such as MRI, etc
___ Mental health clinics
___ Pain management clinics
___ Any outpatient surgical procedure center not requesting to be licensed as an ambulatory surgical center or part of a licensed hospital
___ Offsite campuses of hospitals that offer outpatient services solely, and such services do not involve the provision of invasive procedures such as surgical services or heart catheterizations.

REVIEW APPLICATION, CHECKLIST, FEE & DOCUMENTATION
___ Completed Plan Review Application form with “DHH Licensed Project” indicated as the system review type
___ Functional Program (see next section below)
___ This completed checklist
___ Check or money order (no cash accepted) for the licensing plan review fee, payable to the “Department of Public Safety”. Calculate the required review fee from the Fee Calculation schedule, (see Memorandum 2012-02 - minimum $35 and maximum $310)
___ One set of drawings (and specifications) stamped by the architect or civil engineer (Professional of Record, (POR)) preparing the documents when applicable. Drawings shall be legible prints or photocopies, live ink or pencil applied by hand is not acceptable
___ Include all existing documentation, if applicable (inspection report(s), equivalency determination letter(s), prior review letter(s), etc.)

FUNCTIONAL PROGRAM [FGI 1.2-2]
The functional program is to be developed by the administration of the facility with the aid of the designer. It shall be provided with each submittal to this office and shall be signed by a representative of the facility. This document establishes the foundation of the design/plan review and describes the fundamental operations of the facility. The functional program shall be used for the development of the project design and construction documents. The facility shall retain this document to facilitate future alterations, additions, and program changes.
**Purpose:**
Provide a description of those services necessary for the complete operation of the facility

**Environment:**
___ Define the “delivery of care” model (Examples include patient-focused care, family-centered care, and community-centered care)
___ Describe the “systems design” for the intended delivery of care. Services provided and aggregation of services should be clearly defined. Address the use of information technology, medical technology, cross training of staff, etc.
___ Describe how the proposed layout and design will enhance operational efficiency and the satisfaction of patients/residents, their families, and staff

The layout and design of the physical environment shall support the intended “delivery of care” model and shall address the following:
___ Light and Views; (Natural light, nature views, access to outdoors, etc. for patients, staff and visitors)
___ Clarity of access; (Entry points, signage, architectural features, etc.)
___ Control of environment; (temperature, lighting, sound/noise, etc.)
___ Privacy and confidentiality; (Separate public/staff/patient circulation,
___ Safety and security
___ Finishes
___ Cultural responsiveness
___ Water features

**Functional Requirements:**
___ Indicate the projected operational use and demand for services
___ Identify relevant circulation patterns for staff, patients, visitors, deliveries, etc.
___ Explain the operational relationship between various departments
___ List the needs of the patients/residents, their families, and staff
___ Identify the communication and information operational needs
___ List the space and equipment needs. Provide a matrix to show the following:
   ___ Size and function of each space and design feature. Include:
      ___ Projected occupant load of staff, patients/residents, visitors, vendors, etc.
      ___ Types and numbers of procedures for treatment areas
      ___ Required adjacencies
      ___ Space for dedicated storage
   ___ Furnishings, fixtures, and equipment requirements. Include:
      ___ Building service equipment descriptions
      ___ Fixed and movable equipment
      ___ Furnishing and fixture descriptions
      ___ Space for dedicated storage
   ___ Circulation patterns. Include:
      ___ Patterns for staff patients/residents, visitors, vendors, etc.
      ___ Patterns for equipment and clean/soiled materials
      ___ Note patterns that are specifically a function of infection control requirements

**Planning Considerations:**
___ Identify short and long-term planning considerations for the following:
___ Indicate future growth projections
___ Impact considerations on existing adjacent structures
___ Impact on existing operations and departments
___ Flexibility
___ Technology and equipment

**Nomenclature:**
___ Identify the names of each room, space, and department using the same names identified in the FGI. Names shall be consistent with the submitted floor plans.

**SITE PLAN INFORMATION**
Provide a site plan drawn to a scale indicated on the plan and in accordance with an accurate boundary line survey. Plan should indicate as a minimum:
___ Distances of the proposed building from the property lines (when the building stands alone on the property);
Distances from "Assumed property lines" (where the building stands with other buildings on the same site.) [IBC Section 503.1.2]; 
Identify adjacent buildings and structures and indicate their distances from the subject building. Indicate any potentially hazardous uses (Storage, Industrial occupancies); 
Adjacent roads, drives, alleys, easements or other public ways; 
Parking areas, including parking layouts, features of accessibility, fence and gate locations; 
Design flood elevation, proposed finished floor elevations of the lowest floor and of the lowest finished floor if different, proposed finished grade elevations; 
Flood zone established for the specific site; 
Location of utilities, (water, gas sewer, electrical, sprinkler water, etc.); 
Indicate topographic features of the site. 
Document the elevation of the lowest occupied floor of the structure with respect to grade.

**FLOOR PLAN INFORMATION**

Provide floor plan(s) drawn to a scale indicated on the plan and dimensioned. Plan(s) should indicate as a minimum:

- Room names and/or uses. Use the same names identified in the FGI. Names shall be consistent with the submitted Functional Program.
- Door and Window locations;
- Indicate occupant loads for each room in Assembly (A1, A2, A3, A4, and A5) occupancies
- Indicate stair, corridor, aisle, and doorway widths in all occupancies

**SCHEDULES and DETAILS**

Provide sufficient information to identify features indicated in the construction documents:

- Schedules to indicate door / frame and window opening sizes configurations, types, materials, fire resistance ratings and door operating hardware;
- Identify the interior finishes used in each room of the project:
  - Walls and Ceilings
  - Floors

**EXTERIOR ELEVATION INFORMATION**

Provide elevations of each side of the building. Plans should indicate as a minimum:

- Vertical distance from grade to the average height of the highest roof surface
- Opening locations;

**MECHANICAL INFORMATION**

Provide mechanical drawings to indicate as a minimum:

- Equipment types and locations;
- Ductwork and piping sizes, CFM, and locations;
- Mechanical ventilation air balance design calculations;
- Return, supply, exhaust and outdoor air supply in accordance with IMC 403.1, 403.2, 403.2.1, 403.3 and Table 403.3 requirements
- Electrical and/or fuel gas requirements of proposed equipment;
- Identify the devices used to protect duct penetrations and air transfer openings in assemblies required to be protected

**PLUMBING INFORMATION**

Plans should indicate as a minimum:

- Fixture types and locations;
- Usable Floor Space (LSPC 407.1.3);
- Water supply and distribution, Specify source of water supply;
- Identify piping materials, fittings, and valves;
- Backflow protection of potable water;
- Sanitary drainage and cleanouts;
- Specify method of sewage disposal;
- Grease trap/interceptor type, size and location (where applicable);
- Vent sizes and locations;
- Plumbing riser and dimensioned Plumbing Layout Diagram(s);
- Storm/Roof Drainage;
- Water heating equipment size and type;
- Non-conventional plumbing designs (LSPC 1202.1 / Appendix L of LSPC, if applicable);

Identify the materials and methods of construction used to protect through penetrations and membrane penetrations of horizontal assemblies and fire-resistance-rated wall assemblies [IBC Section 712]
In accordance with the Public Health-Sanitary Code, (LAC Title 51), Part I, Section 119, certain activities require submission of plans to the state health officer, who must approve the plans and issue a permit prior to the initiation of the activity. Refer to the chart below to determine if submission to the DHH - Office of Public Health is required.

Plans for proposed construction, renovation, or use of the following buildings and establishments shall be submitted to the state health officer for review and approval before construction. (LAC Title 51 Part 1, Section 119)

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturing, Processing, Packing and Holding of Food, Drugs and Cosmetics (Part VI)</td>
<td>Food or Drug Manufacturers, Distributors, Wholesalers, or Warehouses; Food Salvaging Operations, Bottled Drinking Water Processor/Packagers (109.B) Bakeries and Manufacturing Confectioneries (505.A.1) Soft Drink Manufacturing (1105.A) Cold Storage and Ice Plants (1303.A)</td>
</tr>
<tr>
<td>Milk, Milk Products, and Manufactured Milk Products (Part VII)</td>
<td>All dairies from which milk or milk products are offered for sale (301.A) All milk and milk products plants from which milk or milk products are offered for sale (501.A)</td>
</tr>
<tr>
<td>Frozen Desserts (Part VIII)</td>
<td>Plants for the production of frozen desserts (127.A) Depots for Mobile Frozen Dessert Units (141)</td>
</tr>
<tr>
<td>Marine and Fresh Water Animal Food Products (Part IX)</td>
<td>Establishments for the cleaning, shucking, picking, peeling, or packing of any marine or fresh-water animal food product (313.A)</td>
</tr>
<tr>
<td>Game Bird and Small Animal Slaughter and Processing (Part X)</td>
<td>Every slaughter house and meat packing plant (113.B)</td>
</tr>
<tr>
<td>Animals and Animal Diseases; Rendering of Animals (Part XI)</td>
<td>Rendering plant (301.B)</td>
</tr>
<tr>
<td>Water Supplies (Part XII)</td>
<td>Public water systems/supplies (105.B)</td>
</tr>
<tr>
<td>Sewage Disposal (Part XIII)</td>
<td>Community sewerage system, or make a modification of an existing system which changes the system's capacity, effluent quality, point of discharge, hydraulic or contaminant loadings, or operation of the component units of the system (501.A) Individual sewerage system of any kind (701.A)</td>
</tr>
<tr>
<td>Travel Trailers and Mobile/Manufactured Homes (Part XIV – Appendices B &amp; C)</td>
<td>Travel trailer parks (LSPC – B104) Mobile/Manufactured home parks (LSPC – C104)</td>
</tr>
<tr>
<td>Hotels, Lodging Houses, Boarding Houses (Part XV)</td>
<td>Hotel, lodging house or boarding house (105.A)</td>
</tr>
<tr>
<td>Campsites (Part XVI)</td>
<td>Campsite (301.A)</td>
</tr>
<tr>
<td>Public Buildings, Schools, and Other Institutions (Part XVII)</td>
<td>Facilities for any state agency, or any institutional buildings. Institutions include, but are not limited to schools, kindergartens, nursery schools, trade schools, colleges, universities, hospitals, nursing homes, jails, and mortuaries. (103.A)</td>
</tr>
<tr>
<td>Jails, Prisons and Other Institutions of Detention or Incarceration (Part XVIII)</td>
<td>Jails, prisons or other institutions of detention or incarceration (101.A)</td>
</tr>
<tr>
<td>Hospitals, Ambulatory Surgical Centers, Renal Dialysis Centers (Part XIX)</td>
<td>Hospital, ambulatory surgical center, or renal dialysis center (103.A)</td>
</tr>
<tr>
<td>Nursing Homes (Part XX)</td>
<td>Nursing home (103.A)</td>
</tr>
<tr>
<td>Day Care Centers and Residential Facilities (Part XXI)</td>
<td>Child and adult day care centers (103.A) Residential Facilities include, but are not limited to group homes, community homes, maternity homes, juvenile detention centers, emergency shelters, halfway homes and schools for the mentally retarded.</td>
</tr>
<tr>
<td>Retail Food Establishments (Part XXIII)</td>
<td>Food establishment or retail food store/market (307.A) Itinerant food establishments or itinerant retail food stores/markets (4131.A) Mobile Food Establishments/Depot (4509.A &amp; 4523.B)</td>
</tr>
<tr>
<td>Swimming Pools and Natural or Semi-Artificial Swimming or Bathing Places (Part XXIV)</td>
<td>Swimming pool, water park or water slide public or private, including, but not limited to, those owned by clubs, private schools, apartment houses, and condominiums. (103.A.b)</td>
</tr>
</tbody>
</table>
Burial, Transportation, Disinterment or Other Disposition of Dead Human Bodies (Part XXVI)

Funeral establishments (105.A)

If the proposed project meets one or more of the descriptions above, contact a sanitarian or an engineer at the appropriate Department of Public Health regional office listed below to inquire where plans and specifications are to be submitted. In some cases, plans and specs will be reviewed by OPH sanitarians or engineers who are housed at offices other than those listed below.

<table>
<thead>
<tr>
<th>1</th>
<th>Metro Region I</th>
<th>2</th>
<th>Capitol Region II</th>
<th>3</th>
<th>Teche Region III</th>
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<tbody>
<tr>
<td>1450 Poydras Street, Suite 1273 New Orleans, LA 70112</td>
<td>7173A Florida Blvd Baton Rouge, LA 70806</td>
<td>1434 Tiger Dr Thibodaux, LA 70301</td>
<td></td>
<td></td>
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<tr>
<td>(504) 599-0100 fax (504) 599-0101</td>
<td>(225) 925-7230 fax (225) 925-3832</td>
<td>(985) 449-5007 x 345 fax (985) 449-5011</td>
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<th>5</th>
<th>Southwest Region V</th>
<th>6</th>
<th>Central Region VI</th>
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</thead>
<tbody>
<tr>
<td>825 Kaliste Saloom Bldg. 3, Suite 100 Lafayette, LA 70508</td>
<td>707 A East Prien Lake Road Lake Charles, LA 70601</td>
<td>5604-B Coliseum Blvd Alexandria, LA 71303</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(337) 262-5311 fax (337) 262-5638</td>
<td>(337) 475-3200 fax (337) 475-3222</td>
<td>(318) 487-5262 fax (318) 487-5338</td>
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<tr>
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<th>8</th>
<th>Northeast Region VIII</th>
<th>9</th>
<th>Southeast Region IX</th>
</tr>
</thead>
<tbody>
<tr>
<td>1525 Fairfield Ave, Room 566 Shreveport, LA 71101</td>
<td>1650 Desiard Street 2nd Floor Monroe, LA 71201</td>
<td>21454 Koop Dr., Suite 1C Mandeville, LA 70471</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(318) 676-7470 fax (318) 676-5170</td>
<td>(318) 361-7201 fax (318) 362-3163</td>
<td>(985) 871-1300 fax (985) 871-1335</td>
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</tr>
<tr>
<td>(985) 871-1300 fax (985) 871-1335</td>
<td></td>
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</tbody>
</table>

ELECTRICAL INFORMATION

Plans should indicate as a minimum:

- Receptacle and Lighting locations with circuits identified and symbol legends;
- GFCI locations;
- Exit Signage and Emergency Lighting locations;
- Equipment and Fixture schedules;
- Service Entrance Feeder riser diagrams;
- Indicate Meter type and location;
- Transformer Ground fault calculations;
- Panelboard ratings & locations;
- Balanced panel load schedules in amps and KVA;
- Size and ratings of all overcurrent protection devices;
- Specify all conductor sizes in accordance with NEC 215.5, 215.2, 220.3 and annex G 80.21(a)(b)(c) requirements.
- Essential Electrical System design information (generator);
- Identify the materials and methods of construction used to protect through penetrations and membrane penetrations of horizontal assemblies and fire-resistance-rated wall assemblies.