

MEMORANDUM

To: Plan Review Staff
SFM Inspectors
Felicia Cooper, Deputy State Fire Marshal Administrator
Stephen Gogreve, Manager of Inspections/Arson

From: Don Zeringue, Chief Architect

Approved By: Henry Fry
Deputy Assistant Secretary

Date: July 25, 2003

RE: Portable Building Plan Review

Whenever a portable building is moved to a site or to another location on the same site, site adaptation drawings must be submitted to this office for review.

1. We will review the site for issues such as accessible parking, accessible route to the building, ramps, stairs, landings, maneuvering space at the entry, handrails, guardrails, and building separation.
2. Any new interior work is always reviewed as per current code.

Types of portable building review and what is required to be reviewed:

1. New portable building (Assume the building is new unless there is indication in the plans, application form, or the accompanying documentation that the building is *existing.)
Site and floor plan shall be submitted for review
Review site and floor plan as per current code

2. *Existing portable building: Change in Use (Assume the building is a change in use unless there is indication in the plans, application form, or the accompanying documentation that the building is not a change in use. It may be appropriate to call the submitter and ask for documentation stating whether or not the building is a change in use to avoid imposing current code requirements on the building interior.)
 - Site and floor plan shall be submitted for review
 - Review site and floor plan as per current code

3. *Existing portable building: No Change in Use
 - Site plan shall be submitted for review
 - Review site adaptation ONLY as per current code

*Existing: **Previously reviewed and inspected as acceptable for occupancy.**