



CERTIFICATE OF OCCUPANCY CODE FOOTPRINT REQUIREMENTS

A code footprint typically includes the below information. *Please note items not applicable to a specific building do not need to be included.*

- A graphic bar scale;
- A north direction indicator;
- A complete building floor plan, with a clear identification of new, remodeled and existing portions; identification of all permanent partitions taller than six feet.
- A label with plain text, keynotes or legends for each room and space;
- The occupant load of assembly rooms and total occupant load for each flood level;
- Identification of openings and ratings of stair and shaft enclosures;
- Identification of openings and ratings of corridors and openings;
- Identification of occupancy and area separation;
- Identification of all horizontal exit arrangements, exit passageways and smoke compartments;
- Identification of all required exterior exits and exit capacity;
- The location of the central fire alarm control panel and any remote annunciator panels;
- The location of each fire department supply connection;
- The location of fire department access roads and fire hydrants;
- The distances to property line and exposures;
- Identification of any special hazards or conditions; and
- The location of any anticipated future additions.

The following narrative information shall be provided with the code footprint for the building:

- The project construction purpose: new, addition, change in use, renovation, or other;
- The reason for submittal: new construction, new licensure, certificate of occupancy, or plan of correction for existing code deficiencies;
- The code or codes used;
- The street address, city, state, zip code and county of the building;
- The name, address, city, state, zip code, phone number and fax number of the owner;
- The date developed and any revision dates;
- The name, address, city state, zip code, phone number and fax number of the designer;
- The designer's seal (RA or PE);
- The name of the responding fire service;
- The name of the local building inspection department, if available;
- Each occupancy group and type;
- The type of construction;
- The structural code requirements, including the following:
 - The total floor area of each occupancy, both actual and allowable;
 - Height and area limitations, both actual and allowable; and
 - Structural fire ratings, both actual and allowable;
- Identification of active fire safety features, including the following:
 - The type of automatic suppression systems and location;
 - The fire alarm signaling system;
 - Emergency lighting and power features; and
 - The smoke control system.
- Water supply requirements of the facility for fire suppression.
- Alternative methods of design or construction, or both.