



**Colorado Department of Public Safety  
Division of Fire Prevention and Control**

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Denver, CO 80215  
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<http://dfpc.state.co.us>



**HEALTH FACILITIES - PERMIT/PLAN REVIEW SUBMITTAL INSTRUCTIONS**

*The submittal process must be completed prior to the start of any work requiring a permit.*

1. Prior to submitting a permit/plan review application package the applicant should be familiar with applicable rules and regulations to the intended license type, including those of the Colorado Department of Public Health and Environment (CDPHE). CDPHE rules can be found at [www.healthfacilities.info](http://www.healthfacilities.info). Division of Fire Prevention and Control (DFPC) 8 CCR 1507-31, policies, and forms can be found online at: [www.dfpc.state.co.us](http://www.dfpc.state.co.us).
2. Determine the extent of DFPC jurisdiction based on the facilities intended Medicare or Medicaid certification status and the local Building and Fire Department qualifications. See Articles 4 and 5 of 8 CCR 1507-31.
  - a. If DFPC is the Authority Having Jurisdiction for Building, Fire and/or Life Safety compile all items listed below for a complete submittal. Omission of any item may result in processing and review delays.
  - b. If DFPC is not the Authority Having Jurisdiction for Building, Fire or Life Safety items 3, 4, and 5 listed below shall be required to be submitted per item 8 for compliance with Article 6 of 8 CCR 1507-31 prior to the start of any construction work.
3. Complete the [Permit Plan Review Application Form](#). Where 2b above is applicable indicate "Not seeking certification" within the description of work. A separate application shall be submitted for each separately addressed building, separately licensed facility, or for each phase of a planned project. Phased projects may be submitted with a single set of construction drawings provided a narrative and a phasing plan drawing are included delineating the intended scope and planned construction dates of each phase.
4. Complete the [Health Facility Information Sheet](#) for all projects. This includes projects requiring a permit that will be reviewed and inspected by a local building department or CDPHE licensure of previously uninspected space regardless if there will be construction.
5. Scaled construction documents shall be submitted on a CD/DVD in Adobe PDF format with a resolution of no less than 300 dpi. Drawings not to scale or containing embedded scales may be rejected. All pages/sheets should be combined into a single Adobe PDF for each Plan type, Site/Civil, Life Safety, Architectural, Structural, Plumbing, Mechanical, Electrical, Fire Sprinkler, Fire Alarm, etc. **Three sets of paper plans shall only be included for Suppression or Building Permits where there is no local AHJ review.**

The drawings should show the proposed layout of each floor of the facility with each room labeled as to its use and dimensions. In order to facilitate a timely initial review of the submittal, the design professional should include a Life Safety Sheet for each floor of the project.

Where applicable this Life Safety Sheet should include at minimum:

- a. Code analysis to the correct edition of all applicable codes and standards, both local and DFPC.
  - b. Building construction type, NFPA and IBC as applicable.
  - c. Square footage of the building and the submitted project or facility where they differ.
  - d. Occupancy type the facility was designed to be in compliance with, NFPA and IBC as applicable.
  - e. Occupant load of the building, smoke compartments and egress capacity of exits.
  - f. Location of fire resistant walls and their fire resistance ratings.
  - g. Location of smoke barrier walls and square footage of each smoke compartment.
  - h. Areas treated as a "suite of rooms."
  - i. Rooms identified as "hazardous areas."
  - j. Course and travel distance of the following: The most remote exit access path delineating total travel distance from the most remote area of the room or suite of rooms to the exit, the travel distance within a suite of rooms, travel distance in the corridor exit access, and most remote distance to a smoke barrier door.
6. Functional Program, Infection Control Risk Assessment, Patient Safety Risk Assessment and other documentation where applicable and as required by Facility Guidelines Institute, *Guidelines for Design and Construction of Health Care Facilities*, 2010 edition, Section 1.2.
  7. Complete the [Fee Calculator Form](#). A separate fee calculator shall be included for each separately addressed building, separately licensed space, or for each phase of a phased construction or remodeling project. Include the form(s) along with the check for ½ the estimated permit/plan review fee. Checks should be made out to: "Division of Fire Prevention and Control"
  8. Submit all components of the complete Permit/Plan Review Application package and/or Health Facility Information package to:

Division of Fire Prevention and Control  
Fire and Life Safety Section  
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