

Fire & Life Safety Division

Physical: Station 51 – 1911 S Terrace Court, Palmer

Mailing: 101 W Swanson Avenue • Wasilla, AK 99654

Office (907) 861-8383 • Fax (907) 861-8157 • Email: fire.code@matsugov.us



Preliminary Plan Review Meeting

The Fire and Life Safety Division offers informal Preliminary Plan Review (PPR) meetings to allow the prospective applicants to meet with staff to discuss preliminary design or code issues. These meetings are designed to identify items that need to be addressed or modified before construction plans are submitted to this office for plan review. The PPR is not a review of building plans and does not guarantee approval of plans.

Have a Question?

What are the most common reasons for scheduling a PPR meeting? Common reasons for scheduling a meeting may include, but are not limited to the following:

1. PPR Meetings are not required, but are encouraged, especially for large or complex projects.
2. If you or your representatives have questions regarding the plan review process.
3. If your development has specific engineering issues or questions.
4. If you have questions regarding what information staff will require or recommend be submitted.

What are commonly discussed topics at the PPR meeting?

1. Compliance of a proposal with respect to use, and dimensional requirements (e.g., setbacks, and off-street parking requirements).
2. Public safety provisions in site design such as Fire Department access to structures, fire hydrants, knox box key access, addressing, etc.

How should I prepare for the meeting? Attendees are welcome to bring engineers, architects, attorneys, etc. to discuss the proposal. The more detailed the plans, renderings and project concept, and the more specific the questions, the more responsive and helpful staff can be. Staff recommends including the following in your application:

1. visual representation of your site, a plot plan, a site plan, rendering or elevations of any existing or proposed buildings, etc.;
2. a description of the proposal;
3. a list of questions for the staff members with respect to land use considerations and permitting process.

What is the meeting format? Project representatives are expected to give a brief presentation/description of their proposal, followed by staff review comments.

PPR meetings are not for discussing comments resulting from the plan review permit process. Please contact the deputy fire marshal who provided the comments to discuss plan review comments.

The PPR and any associated modifications are only applicable to the code edition under which the review was conducted.

The individual requesting the PPR meeting will complete and sign the Preliminary Plan Review Request Form. E-mail fire.code@matsugov.us the completed and signed PPR Form and a meeting agenda that includes the topics

you wish to discuss. You will be contacted with the scheduled date and time of the meeting at Station 5-1, 1911 S Terrace Court, Palmer.

It is the responsibility of the requestor/applicant to become independently familiar with the policies, procedures and standards for approval of an application under the 13 AAC 50.027

| | | | |
|---|---|-------------------------------|-----------------------------|
| Select one: | <input type="radio"/> New Construction/Addition | <input type="radio"/> Remodel | <input type="radio"/> Other |
| Project Name: | | | |
| Project Address: | | | |
| MSB Tax ID: | | | |
| Brief Project Description (separate agenda must be attached): | | | |
| PPR Request by (name): | | | |
| Agent: | | Company: | |
| Mailing Address: | | City, State and Zip: | |
| Office Phone: | | Email: | |
| Cellular: | | | |
| Signature: | | Dated: | |
| Additional Attendees (name/organization): | | | |
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Send completed form and plans to Fire.Code@matsugov.us. Invoice for payment will be sent upon scheduling.

For Office Use Only

Date Request Received: _____

Documents Attached

Agenda Attached

Date of Appointment: _____

Time of Appointment: _____

Minute Notes emailed: _____