



**FIRE PREVENTION DEPARTMENT
GENERAL DIRECTORATE OF CIVIL DEFENCE
MINISTRY OF INTERIOR, STATE OF QATAR**



GUIDELINES FOR BUILDING PLAN (BP) SUBMISSIONS		BP-01-2013		
<p>Note: For strict compliance.</p> <p>Each item is checked for completeness and compliance with NFPA Codes and Qatar Civil Defence general requirements.</p> <p><u>Check the applicable and required item/s and include this document to every BP-Building Plan submissions or re-submissions made.</u></p>		PS-____-BP		
<i>Item</i>	<i>Guidelines</i>	<i>Provisions</i>		
		<i>Yes</i>	<i>No</i>	<i>N/a</i>
I	GENERAL			
1.0	Drawings to be submitted through QCD Online Permit System portal must be in AutoCAD DWG file format, purged, bonded and submitted ready for review.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.0	Plans shall follow the standard format for the Title Block.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.0	All Plans, calculations, and consultant's reports shall be signed and endorsed by the appropriate Consultant, attested by the Engineering Company to where he/she are employed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The consultant must certify on every page of the Building Plan that the Life and Fire safety provisions is designed in accordance with the provisions of NFPA 101, Life Safety Code, NFPA 5000 Building Construction and Safety Code and other applicable NFPA Codes and Standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II	PLANS AND DOCUMENTS TO BE SUBMITTED:			
1.0	Fire safety report or narrative description of the project, scope of works/project activity in the case of additions, modification, extensions, etc. and all fire safety provisions applicable and required for the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.0	Floor Plans, Elevation, Sectional Drawings and Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.0	Policy Plan (Indicating Location, PIN & QARS [Area/Street/Plot Numbers])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.0	Urban Planning & Development Authority (UPDA) latest and updated registration of the Consultant & the Engineering Consulting Company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.0	This document, the Guidelines for BP-Building Plan Submissions to serve as BP review checklist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.0	Fire safety provisions shall be in accordance with the minimum requirements as prescribed by NFPA Codes and QCD General Requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provisions in excess of the minimum requirements shall be confirmed by the design consultant with a letter from the owner/client.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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III	DETAILS TO BE SHOWN ON PLANS			
1.0	COVER/FRONT PAGE Declaring, enumerating or tabulating all the fire safety provisions required for the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1	Fire & Life Safety Notes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a	The type and extent of provisions of hydraulic hose reels, sprinkler systems, wet and dry rising mains and other fire extinguishing systems;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b	The type and extent of provisions of fire detection and alarm systems and voice communication systems;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c	The type and extent of provisions of smoke control and ventilation systems and their related air or smoke shafts. (exit stairs, basements, atrium/vertical openings and other locations where provisions are required);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d	The type and ratings of all proposed and existing portable fire extinguishers and their locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e	Other fire safety provisions that may be applicable and/or required in the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Brief description of the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Building/Project Category, Occupancy & Hazard Classification (Low/Ordinary or High Hazard) in accordance with NFPA 101 & NFPA 5000.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Building Construction (Type of Constructions, Height and Area requirements & the fire resistance rating of all building elements) in accordance with NFPA 101 & NFPA 5000.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Area Statement of every floor, level, room, area and or occupancy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	The design occupant load calculation for every floor, level, room, area and/or occupancy for which means of escape has been provided in accordance with NFPA 101.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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1.7	The Exit Capacity calculations in accordance with NFPA 101.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Schedule of Doors, Windows and other openings including its quantity, location & fire resistance ratings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Legends and Symbols in accordance with NFPA 170.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Drawing Indexes or Drawing Lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.0	LOCATION PLAN. Location plan ratio of at least 1:1000 and shall indicate the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1	The colored location of the lot relative to the neighboring lots;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	The various roads constituting the access layout of the lot.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Master Plan/ Key Plans in case of large development where the site or buildings are to be subdivided in zones or areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.0	SITE PLAN . Site Plan with ratio of at least 1:500 and shall indicate the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1	Means of access to the site and to the perimeter of each building for fire fighting vehicles and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	The Fire Engine hard standing with length or number based on gross floor area of the building or gross cubicle extends of the building in the case of Industrial & Storage Occupancies (minimum dimension 6m x 15m). The longer side of the hard standing shall be located parallel to the façade of the building and shall withstand the load of 45-ton fire appliance. Calculations to determine the length or number of fire engine hard standing must be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Location of the existing public fire hydrants. Should there be no fire hydrant or inadequate fire hydrants on site, provisions of adequate internal private fire hydrants is required and indicated on plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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3.4	Distances between each building or fire safety works and the relevant lot boundaries, other proposed or existing buildings or installations on the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Horizontal separation between buildings, fire walls, the fire resistance ratings of exterior walls and exterior opening protective based on the maximum allowable area of unprotected openings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6	Any other feature on or in the vicinity of the site which is likely to be a fire hazard or is likely to cause obstruction to fire fighting vehicles and equipment and rescue operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.0	FLOOR/ROOF PLANS. Every floor plan & roof plan with ratio of 1:100 or 1:200. The plan shall indicate the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1	The proposed, existing use of every part or modified portions of the plan clearly identified and provided with a narrative description of the scope of work/activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	The details of all means of escape (travel distance, common path & dead-end limit) to the external at the ground level from every part of the floor and such as exit doors, corridors, passageways, aisles, gangways, balconies, lobbies, ramps, exit passageways, escape and firefighting staircases, areas of refuge, exit and directional signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	The fire resistance rating of all elements of structure, fire doors, walls, occupancy separation, exit passageways, enclosure of hazardous rooms, shutters and any other such fire safety measures;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	The location of all proposed (and existing) fire lifts, fire lift lobbies, smoke-stop lobbies, fire command center and emergency power supply system/generator rooms;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5	The location of fire water tanks and fire pump room complying with the requirements for the direct safe distance from building external. The fire pump equipment shall be within a protected enclosure in accordance with NFPA 20 and provided with an unobstructed space of 0.80m all around the equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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4.6	The location of all areas designated for the storage of flammable liquids or gases (LPG, etc), boiler rooms, transformer rooms (substations), generator rooms, refuse rooms/chutes and any other area of special risk;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7	The details of all openings and void penetrating floors (vertical openings), including their usage and fire protection, dimensions and the nature and arrangement of enclosing walls and barricades;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.0	ELEVATIONS. Elevation drawings with ratio of 1:100 or 1:200 and shall indicate the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1	The provisions of firemen access panels on the external walls and claddings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	The clear distance of the external wall from the fire fighting vehicles and equipment access, lot boundary, adjacent building and other structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	The types of materials used for the external walls & claddings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.0	SECTIONAL DRAWINGS AND DETAILS. Sectional drawings with ratio of 1:100 or 1:200 which are necessary to fully describe all details and configurations of the proposed building or part thereof and of the proposed fire safety works shall include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1	Full height of each storey and the depth of ceiling spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Details of all junction between the roof and any compartment walls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	The dimensions of tread and risers, guard rails and handrails of exit staircases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4	Exit Paths , Exit Stairways identification, markings and directional sign; re-entry provisions and etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5	The dimensions of openings in external walls;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6	The clear height of all structures or projections directly above the access for fire fighting vehicles and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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		<i>Yes</i>	<i>No</i>	<i>N/a</i>
6.7	The clear distance of the external wall from the fire fighting vehicles and equipment access, lot boundary, adjacent building and other structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.8	The types of materials used in and the thickness of all walls, floors roof, ceilings, beams and other related parts of the building;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.9	Enlarge details of curtain walling at the junction with the typical floor slab to show the provisions of fire stopping or fire cavity barriers and or details showing provisions for perimeter joint fire protection system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Design Consultant</i> _____	_____		
	<i>Name, Signature & Stamp</i>	<i>Date</i>		