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Chief of Department



## **City of Manchester**

### ***Fire Department***

#### **Fire Prevention Bureau**

This information is required for new assembly or a new business that may be classified as an assembly use. Other reports may be required if it is a newly constructed building see City of Manchester Building Coach website.

#### **Place of Assembly Plans Submittal Requirements-NEW**

The NH State Law (RSA 155:17-39), and Manchester Fire Prevention Code (Code of Ordinances Chapter 92.05) requires that a permit from the Manchester Fire Department be obtained to operate a "Place of Assembly". The current code that is enforced in the City of Manchester is NFPA, 101-2009 Edition, NFPA, 1-2009 Edition and IFC, 2006 Edition (City of Manchester Fire Prevention Code).

1. A minimum of 2 plan sets sealed by registered design professional (architect or engineer competent in the design of means of egress systems and figuring occupant loads). The code that the egress analysis was performed in accordance with, a useable scale, and the use and occupancy classification as approved MFD.
2. Current name and address of establishment and or location of event.
3. The occupant load for each floor and or space shall be calculated in accordance with current adopted fire codes. This shall be done by a New Hampshire Registered Architect or Engineer competent in the design of building egress systems.
4. Location of all exits shall be labeled uniquely by floor and number or letter. For example, 1-A and 1-B could indicate the exits on the 1st floor. Designation 2-A and 2-B could indicate two exits on the 2nd floor. The plans shall clearly identify the occupancy's main exit, where required, also.
5. The plan shall clearly indicate that the main exit is able to accommodate 50 percent of the required exit capacity. Capacity of all other exits combined shall be at least 50 percent of the remaining occupant load.
6. For each exit, the route to the outside of the building, not just outside the space in question, shall be clearly indicated. The effective width of each exit shall be dimensioned. The resulting width could be less than the actual width of the door if the door leads to a narrower hallway or set of stairs. This is particularly true if the exit leads to an adjacent space. The capacity of an egress component shall be calculated based on the effective width as dimensioned on the plan.
7. If a single location has different possible "set-ups", such as a restaurant (with tables) during the day and a bar at night (tables removed), then a separate egress plan is required for each use and an explanation of where the furniture has been relocated to is necessary.
8. The location of all seating shall be shown and the egress plan shall clearly indicate that all proper separation distances are in place to meet the aisle and access-way requirements.
9. Each space with a unique use, such as standing, seating, dancing, and aisle width shall be clearly delineated. The total square footage of each space shall be indicated on the plans. Areas containing seating and their required aisles and aisle access-ways shall not be used for the calculation of standing space occupant load.
10. It shall be shown that at least two exits are remotely spaced as required in NFPA 101.

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11. The plan shall indicate whether or not the building is protected by an automatic sprinkler system and/or fire alarm system – with or without emergency voice/alarm communication (EVAC) capabilities Any extinguishing system that is separate from the sprinkler system, such as a kitchen hood extinguishing systems, shall activate the building fire alarm system.
12. Location of all fire alarm devices, exit signs, emergency lighting fixtures and panic hardware shall be indicated on the floor plans as well as the source of emergency power.
13. Certified crowd managers are required where occupant load exceeds 250 occupants (shall not apply to assembly occupancy's used for worship). Documentation must be on site and submitted to the Manchester Fire Prevention Bureau.
14. Street name and side street names shall be placed on drawing at exit locations.
15. Upon successful final inspection, and payment of the \$100.00 annual fee, a "Place of Assembly Permit" will be issued.

**Application for place of assembly permits that are not accompanied by egress plans meeting these requirements will be *disapproved*. If upon inspection, the location set-up differs from the approved plans, the application will be *disapproved*.**

The following are offered for assistance when preparing place of assembly plans they do not include a total list of items needed. Your design professional should be aware of the items need to be included on the formal plan submittal.

Occupancy classification

NFPA 101, 2009 Edition.

#### Occupancy Classification

Chapter 6.1.2.1- an occupancy (1) used for the gathering of 50 or more person for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or (2) used as a special amusement building, regardless of occupant load.

#### Means of Egress

Chapter 7.4.1.1-the number of means of egress from any balcony, mezzanine, story, or portion of thereof shall be not less then TWO.

Chapter 7.9 Emergency Lighting-lighting is required to illuminate the path of egress and provide lighting to the public way. Lighting is required to be arranged to illumination automatically in the event of a failure of power.

Chapter 7.10 Marking of Means of Egress-all exit doors that obviously and clearly are identified as exits, shall be marked by an approved internally illumined sign that is readily visible from any direction of exit access.

#### Sprinkler System

If a sprinkler system is required, please consult the Manchester Fire Prevention Bureau Fire Suppression Rules and Regulations (see link). The sprinkler system must comply with these requirements and NFPA 13, "Standard for the Installation of Sprinkler System", 2010 Edition (NFPA 13).

#### Fire Alarm System

If a fire alarm system is required, please consult the Manchester Fire Department Communications Division Rules and Regulations (see link). The fire alarm system must comply with these requirements and NFPA 72, "National Fire Alarm and Signaling Code", 2010 Edition (NFPA 72).

### Kitchen Suppression System

If a kitchen suppression system is required, please consult the Manchester Fire Prevention Bureau Fire Suppression Rules and Regulations (see link). The fire alarm system must comply with these requirements and NFPA 96, “Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations”, 2008 Edition (NFPA 96).