

Big Walnut Joint Fire District

Bennington Township
Chester Township
Harmony Township
Village of Chesterville
Village of Marengo (Big Walnut Township)
Located in Morrow County, Ohio

Fire Prevention Construction Plan Review and Local Fire Safety Requirements 2026



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1. Purpose and Scope

The Big Walnut Joint Fire District (BWJFD) establishes these Fire Prevention Construction Plan Review and Local Fire Safety Requirements to identify the fire department review information needed for new construction, additions, alterations, site development, subdivisions, common access drives, and fire protection system installations within the District's jurisdiction and contracted service areas, as applicable.

The purpose of this document is to assist owners, developers, architects, engineers, contractors, water purveyors, and public officials in planning projects that provide reliable emergency access, fire protection water supply, fire department operations, fire protection systems, and emergency response features. The requirements are intended to support consistent plan review, inspection, and coordination with the certified building department, the State of Ohio Department of Commerce Division of Industrial Compliance/Bureau of Building Code Compliance when applicable, and other authorities having jurisdiction.

This document applies to fire department review of the following items when applicable to the project:

- Fire apparatus access roads, fire lanes, turning movements, bridges, gates, barricades, and emergency access features.
- Fire protection water supplies, hydrants, private fire service mains, water tanks, fire pumps, fire department connections, and related appurtenances.
- Automatic sprinkler systems, standpipe systems, fire alarm and detection systems, special suppression systems, emergency responder radio coverage, and other fire and life safety systems.
- Premises identification, street signs, key boxes, access keys, building information, preconstruction coordination, and final fire department inspection readiness.
- High-piled combustible storage, hazardous materials, tanks, compressed gases, and other operations or conditions regulated by the Ohio Fire Code.

2. Legal Authority and Relationship to Building Code Authority

BWJFD's authority is derived from the Ohio Fire Code, the Ohio Revised Code provisions governing fire protection and joint fire districts, and any properly adopted BWJFD Board resolutions, contracts, fee schedules, and local fire safety regulations. The Ohio Fire Code establishes minimum statewide fire safety requirements. Local fire safety requirements may be adopted only to the extent permitted by Ohio law and may not reduce or conflict with state minimum standards. *The BWJFD will not approve any documents that do not conform to the Ohio Fire Code, regardless of their issuing authority.*

For buildings and structures regulated by the Ohio Building Code, the building code authority retains authority for acceptance and approval of construction documents, field inspections required under the Ohio Building Code, and issuance of certificates of occupancy. BWJFD review of fire protection systems and associated fire safety features is intended to provide written fire department findings, comments, and operational requirements to the building code authority and project team. BWJFD review does not constitute a building permit, certificate of plan approval, certificate of occupancy, or authorization to begin construction under the Ohio Building Code.

Where a certified municipal, township, or county building department has jurisdiction, BWJFD shall coordinate fire department written findings with that certified building department. Where no certified local building department has jurisdiction over a nonresidential project, the owner, developer, or design professional is responsible for obtaining required Ohio Building Code plan approval and inspection through the State of Ohio Department of Commerce, Division of Industrial Compliance, Bureau of Building Code Compliance.

Where a structure, location, operation, permit, condition, fire protection system, or fire safety feature is regulated directly by the Ohio Fire Code, or where BWJFD local requirements have been properly adopted or incorporated into approved plans, permits, agreements, or conditions of approval, BWJFD may enforce compliance within the lawful authority of the Fire Code Official and certified fire safety inspectors.

In the event of a conflict between this document and the Ohio Fire Code, Ohio Building Code, adopted referenced standards, written ruling of the building code authority, written ruling of the Fire Code Official, or applicable state law, the controlling code, law, or lawful order shall govern. Project-specific questions should be resolved through the building code authority, Fire Code Official, water purveyor, and other authorities having jurisdiction.

2.1 State Building Code Authority in Areas Without a Certified Local Building Department

Morrow County does not currently operate a county building department. This does not remove Ohio Building Code requirements for buildings regulated by state law. For non-residential projects where no certified municipal, township, or county building department has jurisdiction, required building code plan approval and inspection are generally administered by the State of Ohio Department of Commerce, Division of Industrial Compliance, Bureau of Building Code Compliance.

Applicants are responsible for determining the building code authority for the project and obtaining all required State of Ohio or certified building department approvals before construction, occupancy, or use as required by law. BWJFD may request the State of Ohio project number, certificate of plan approval, inspection status, or related building code documentation when needed to coordinate fire department review or final fire department clearance.

BWJFD review is limited to fire department access, fire lanes, water supply, hydrants, fire department connections, fire protection systems, fire alarm systems, emergency responder radio coverage, hazardous materials, operational permits, fire code inspections, and other fire and life safety features within the authority of the Ohio Fire Code and any lawfully adopted BWJFD local fire safety regulations. BWJFD review shall not be represented as State of Ohio building code approval.

2.2 Requirement Status Categories

To improve legal clarity and enforcement consistency, requirements in this document are categorized as follows:

Topic	Requirement / Review Standard	Authority / Status
OFC/OBC Requirement	A requirement directly based on the Ohio Fire Code, Ohio	State code / adopted standard

	Building Code, or an Ohio-adopted referenced standard. These items are enforceable to the extent provided by state law and the applicable code.	
BWJFD Local Requirement	A local operational or fire safety requirement adopted by BWJFD or imposed as a lawful condition of plan review, permit, agreement, or approval. These items should be supported by Board adoption, consistent application, written code or operational justification.	Local requirement
Project-Specific Requirement	A condition required because of a specific site, building, occupancy, water supply, hazard, access limitation, or operational concern. The basis should be documented in plan review of comments or written findings.	Case-specific approval or written finding
Recommendation / Best Practice	A nonbinding recommendation intended to improve safety or emergency response. Recommendations should not be written or enforced as mandatory unless separately required by code, approved plans, or adopted local regulation.	Advisory only

3. Definitions

Approved: Acceptable to the Fire Code Official, building code authority, or other authorities having jurisdiction as applicable to the subject matter.

Building Code Authority: The certified municipal, township, or county building department having jurisdiction, or the State of Ohio Department of Commerce, Division of Industrial Compliance/Bureau of Building Code Compliance where no certified local building department has jurisdiction.

Certificate of Plan Approval: The approval issued by the building code authority for construction documents regulated by the Ohio Building Code. BWJFD review does not replace this approval.

Common Access Driveways: OFC 503.2, Specifications. This is where width, vertical clearance, surface, load capacity, turning radius, dead ends, bridges, grade, and approach/departure angles are addressed. Current Ohio Fire Code language requires fire apparatus access roads to be at least 20 feet unobstructed width and 13 feet 6 inches vertical clearance, with all-weather surface and load capacity as approved by the fire code official.

Conditional Fire Department Approval for RPC purposes only: means that the BWJFD has reviewed the conceptual, preliminary, subdivision, site, or development plans submitted to the Morrow County Regional Planning Commission and has no objection to the project moving forward in the RPC process, subject to the conditions stated by BWJFD. *This conditional approval does not constitute final fire department approval, fire code approval, building code approval, building permit, certificate of plan approval, certificate of occupancy, or authorization to begin construction.*

Division of Industrial Compliance / Bureau of Building Code Compliance: The State of Ohio building code authority that generally administers plan approval and inspections for non-residential projects where no certified local building department has jurisdiction.

BWJFD Local Requirement: A requirement adopted by the Big Walnut Joint Fire District Board of Trustees or lawfully required as a condition of fire department review, permit, agreement, or project approval.

Fire Apparatus Access Road: A road or other approved access surface that provides fire department vehicles access to a facility, building, or portion of a building for emergency operations.

Fire Code Official: The officer or other designated authority charged with administration and enforcement of the Ohio Fire Code, or the Fire Code Official's duly authorized representative.

Fire Lane: A designated portion of a fire apparatus access road or access area where parking, storage, obstruction, or other interference with emergency access is prohibited.

Written Findings: Written fire department comments, deficiencies, approvals, conditions, or operational findings provided to the building code authority, owner, design professional, or applicant as part of plan review or inspection.

4. Administrative and Submittal Requirements

A preconstruction meeting with BWJFD is strongly encouraged during project planning and before site work, utility installation, fire protection system installation, or vertical construction begins. The meeting should include the owner or developer, design professional, civil engineer, general contractor, fire protection contractor, water purveyor, certified building department representative or State of Ohio Division of Industrial Compliance/Bureau of Building Code Compliance representative when applicable, and other project representatives as needed.

Submittals shall be complete, coordinated, and suitable for electronic review. Incomplete, illegible, reduced, uncoordinated, or nonmeasurable submittals may be rejected or placed on hold until

corrected. BWJFD may require revised plans, supporting calculations, manufacturer data, test reports, or additional information when needed to determine compliance or provide written findings.

4.1 Electronic Plan Review Submittal Requirements

Construction documents submitted for fire department review shall be provided as full-size, scalable/vector PDF plan sheets, plotted at the original design sheet size. Reduced-size 8.5-inch by 11-inch plan sheets, low-resolution scans, screenshots, photographs of drawings, or otherwise non-scalable documents will not be accepted for plan review unless specifically approved by the Fire Code Official.

PDF files shall be legible when viewed electronically, shall allow zooming without loss of linework clarity, and shall be suitable for electronic measurement. Plans shall be generated directly from CAD, BIM, or other design software whenever possible. Scanned drawings, when accepted, shall be scanned at a minimum of 300 dpi and shall remain legible at full-size viewing.

Plan sheets shall be submitted at a standard architectural or engineering sheet size, preferably 24 inches by 36 inches or 22 inches by 34 inches. Larger civil or site plans, such as 30 inches by 42 inches, may be submitted when necessary for legibility. Each sheet shall include the sheet number, sheet title, scale, graphic scale, north arrow where applicable, project name, design professional information, and professional seal or signature where required.

The fire department may reject or place on hold any submittal that is incomplete, reduced, illegible, not drawn to scale, not electronically measurable, password protected, or otherwise unsuitable for fire department plan review.

4.2 Required Coordination and Fees

Required fire department plan review fees, inspection fees, permit fees, and reinspection fees shall be paid in accordance with the current BWJFD fee schedule or other lawful fee schedule adopted by the District. Payment of a BWJFD fee does not constitute State of Ohio building code approval, certified building department approval, certificate of plan approval, certificate of occupancy, or authorization to construct.

Design professionals, fire protection system designers, installers, inspectors, testers, and contractors shall hold all certifications, licenses, and qualifications required by Ohio law, the Ohio Building Code, the Ohio Fire Code, and applicable referenced standards. Fire protection system designers shall be certified or otherwise qualified where required by Ohio law for submission to the building code authority, including the State of Ohio Division of Industrial Compliance/Bureau of Building Code Compliance where applicable.

The BWJFD will not accept cash payments. Permitting fees may be paid online through our billing program.

5. Fire Department Plan Review Submittal Checklist

The following information shall be submitted when applicable to the project. BWJFD may request additional information based on occupancy, hazard, fire protection systems, water supply, access limitations, construction phasing, or coordination with the building code authority. Where the State of

Ohio Division of Industrial Compliance/Bureau of Building Code Compliance has jurisdiction, applicants should provide the State project number or certificate of plan approval status when available.

Submitted	Item	Notes / Reviewer Comments
<input type="checkbox"/>	Completed BWJFD plan review application or project information sheet.	Include owner, developer, architect, engineer, contractor, site contact, and emergency contact information.
<input type="checkbox"/>	Building code authority information.	Identify the certified building department having jurisdiction, or identify the State of Ohio Department of Commerce, Division of Industrial Compliance/Bureau of Building Code Compliance when no certified local building department has jurisdiction. Provide State project number, plan approval number, or plan approval status when available.
<input type="checkbox"/>	Complete civil/site plan and utility plan.	Show property lines, building footprint, drive aisles, grades, turning movements, pavement design, hydrants, FDCs, water mains, valves, gates, fire lanes, and signage.
<input type="checkbox"/>	Building code information summary.	Show use group, construction type, building area, height, sprinkler status, fire alarm status, occupant load where applicable, and special hazards.
<input type="checkbox"/>	Fire apparatus access plan.	Show widths, vertical clearances, grades, turning radii, dead-end turnarounds, bridge ratings, gated access, and construction phasing access.
<input type="checkbox"/>	Fire lane marking and signage plan.	Show fire lane limits, sign locations, curb painting/striping, no-parking

		areas, hydrant/FDC clearances, and enforcement notes.
<input type="checkbox"/>	Water supply and fire flow information.	Provide hydrant locations, water main sizes, system flow data, fire flow calculations or approved method, and water purveyor coordination.
<input type="checkbox"/>	Private fire service main plans.	Include NFPA 24 details, pipe size, thrust restraint, valves, hydrants, FDC lead-in, flushing, hydrostatic testing, and inspection points.
<input type="checkbox"/>	Fire sprinkler, standpipe, fire pump, and special suppression plans.	Provide plans, calculations, design criteria, hazard classification, product data, monitoring, and acceptance test documentation.
<input type="checkbox"/>	Fire alarm and detection plans.	Provide device layout, sequence of operations, notification, supervising station information, monitoring, annunciator location, and testing documentation.
<input type="checkbox"/>	Emergency responder radio coverage documentation.	Provide code applicability analysis, signal survey, design documents, test reports, or statement that the building qualifies for an approved exception.
<input type="checkbox"/>	High-piled storage, hazardous materials, tanks, or compressed gas information.	Provide commodity classification, storage height, aisle widths, rack layout, sprinkler design criteria, quantities, SDS, and permit information as applicable.
<input type="checkbox"/>	Final inspection readiness documents.	Provide acceptance test reports, inspection certificates, owner training information, Knox Box keys, as-built changes,

		and monitoring verification before final approval.
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6. Construction Site Fire Safety and Timing of Installation

Where fire apparatus access roads or a water supply for fire protection are required, such access and water supply shall be installed and made serviceable prior to and during construction unless an approved alternative method of protection is provided. Construction phasing shall maintain fire department access, water supply, and emergency response capability as approved by the Fire Code Official.

- Temporary street signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles.
- Fire apparatus access roads used during construction shall be maintained in an all-weather condition capable of supporting fire apparatus.
- Fire hydrants, fire department connections, fire lanes, access roads, gates, and emergency access features shall not be blocked by construction materials, dumpsters, vehicles, equipment, soil piles, fencing, or site operations.
- Combustible waste, hot work, temporary heating, fuel storage, compressed gases, and hazardous materials shall be managed in accordance with the Ohio Fire Code and approved site safety practices.
- The owner or contractor shall notify BWJFD when required access roads, hydrants, private fire mains, gates, fire lanes, and fire protection systems are ready for inspection or testing.

7. Fire Apparatus Access Roads and Fire Lanes

Approved fire apparatus access roads shall be provided for facilities, buildings, or portions of buildings as required by the Ohio Fire Code. Access shall extend to within the distance required by the Ohio Fire Code as measured along an approved route around the exterior of the building or facility. The Fire Code Official may approve increases, alternatives, or additional access only as permitted by the Ohio Fire Code and based on documented site conditions, sprinkler protection, building use, fire department operations, and other relevant factors.

Topic	Requirement / Review Standard	Authority / Status
Access Required	Approved fire apparatus access roads are required where buildings or facilities are not readily accessible from a public or private street. The access route shall serve the building, hydrants, FDCs, fire protection equipment, and other emergency response features.	OFC/OBC Requirement

Width and Clearance	Access roads shall meet the minimum Ohio Fire Code unobstructed width and vertical clearance. BWJFD may require greater width where necessary for fire lanes, aerial apparatus, hydrants/FDCs, turning movements, parking conditions, building size, or operational need.	OFC/OBC Requirement; BWJFD Local / Project-Specific
Surface and Load Capacity	Access roads shall be designed and maintained to support the imposed loads of fire apparatus and provide all-weather driving capability. The design professional shall provide pavement section, bridge, or surface certification when requested.	OFC/OBC Requirement; Project-Specific
Grades and Turning Movement	Grades, turning radius, islands, medians, cul-de-sacs, and drive aisles shall be reviewed for the largest responding apparatus. BWJFD may require a swept-path analysis or turning template. (See Figure 1)	Project-Specific / BWJFD Local
Dead-End Access	Dead-end fire apparatus access roads exceeding the distance allowed by the Ohio Fire Code shall provide an approved turnaround. Turnarounds shall be reviewed and approved before construction.	OFC/OBC Requirement
Bridges and Elevated Surfaces	Bridges and elevated surfaces forming part of a fire apparatus access road shall be designed for fire apparatus loads. Load limits shall be posted at both entrances where required.	OFC/OBC Requirement

Additional Access	Additional access may be required where a single access road may be impaired by vehicle congestion, road configuration, terrain, weather, grade, building size, occupancy, or other factors that could limit emergency response.	OFC/OBC Requirement / Project-Specific
Fire Lane Marking	Fire lanes shall be marked and maintained as approved. Signage, curb painting, pavement striping, and no-parking markings shall be provided where required by the Fire Code Official or approved plans.	OFC/OBC Requirement; BWJFD Local

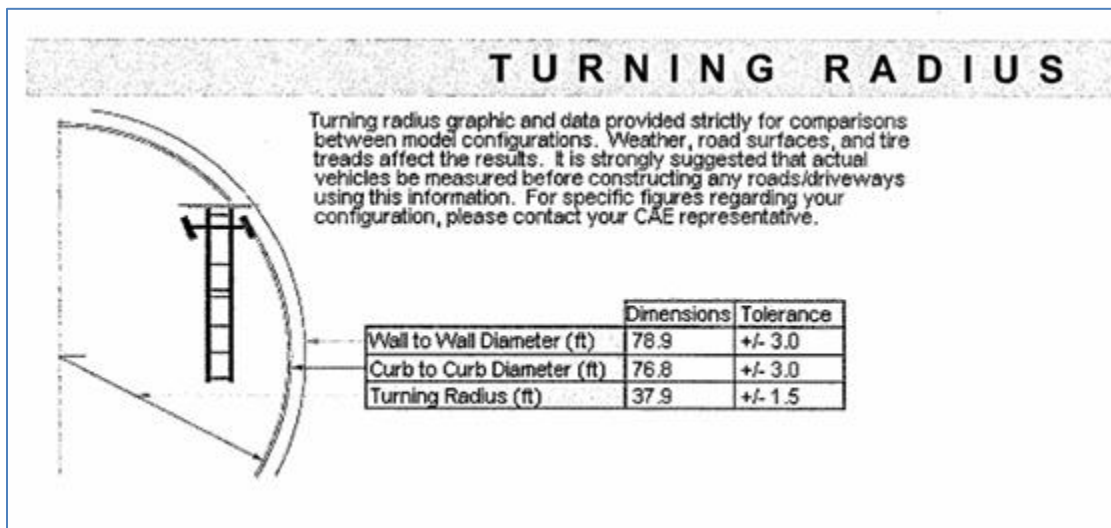


Figure 1 Minimum turn radius for BWJFD Engine 33, a 2021 Freightliner

7.1 Fire Lane Signage and Striping

Where fire lanes are required, signs shall be durable, weather resistant, readily visible, and permanently installed. Unless otherwise approved, fire lane signs shall be a minimum of 12 inches wide by 18 inches high and read substantially: “NO PARKING - FIRE LANE.” Sign spacing, height, mounting, and orientation shall be approved by BWJFD based on site conditions.

In paved areas, fire lanes, hydrant areas, and fire department connection areas may be required to be marked by curb painting, pavement striping, cross-hatching, or other approved method. In areas where tractor-trailers, delivery vehicles, or parked vehicles may obstruct hydrants, FDCs, or fire control appurtenances, the required clear area shall be extended as needed to maintain immediate access.

The establishment of a fire lane does not by itself create a towing or citation process unless such enforcement is authorized by applicable law, local ordinance, approved private road agreement, or other lawful enforcement mechanism. BWJFD may issue fire code orders or request law enforcement, road authority, property owner, building code authority, or State of Ohio DIC/BCC action when fire department access is obstructed.

7.2 Gates, Barricades, and Secured Access

The installation of security gates, access-control devices, barricades, or similar obstructions across a fire apparatus access road shall be approved by the Fire Code Official. Gates shall provide an approved means of emergency operation and shall remain operational at all times. Electric gate operators and automated gates shall comply with applicable listed standards and the Ohio Fire Code. Key switches, Knox locks, emergency override devices, radio controls, siren activation, or other approved methods may be required based on project conditions.

8. Premises Identification, Street Signs, and Emergency Access

Topic	Requirement / Review Standard	Authority / Status
Address Numbers	New and existing buildings shall have approved address numbers, building numbers, or approved building identification placed in a location plainly legible and visible from the street or road fronting the property. Numbers shall contrast with the background and meet minimum size and stroke requirements. Larger numbers may be required for large setbacks or multi-tenant buildings.	OFC/OBC Requirement; Project-Specific
Private Roads / Remote Buildings	Where access is by private road and the building cannot be viewed from the public way, a monument, pole sign, or other approved identification method shall be used to identify the structure.	OFC/OBC Requirement
Street and Road Signs	Streets and roads shall be identified with approved signs. Temporary signs shall be	OFC/OBC Requirement

	installed during construction when new roadways allow passage by vehicles. Signs shall be weather resistant and maintained until replaced by permanent signs.	
Interior / Exterior Emergency Signage	Signage may be required to identify mechanical rooms, fire sprinkler riser rooms, fire pump rooms, fire alarm control panels, roof access, fire protection equipment, and other emergency response features.	OFC/OBC Requirement / BWJFD Local
Key Boxes	A key box or approved emergency access system shall be installed where required by the Fire Code Official because access is restricted or immediate access is necessary for life safety or firefighting purposes. Location shall be approved by BWJFD. Local mounting preference: approximately 5 feet above finished grade unless otherwise approved.	OFC/OBC Requirement; BWJFD Local
Locks on Gates or Barriers	Approved locks shall be installed on gates, barricades, or similar barriers where required by the Fire Code Official. Locks shall be compatible with BWJFD emergency access procedures.	OFC/OBC Requirement / BWJFD Local

Applications for Knox Box or other approved emergency access systems shall be submitted through the approved BWJFD process. A dual key box or shared-access arrangement may be requested where the property is located near a mutual-aid jurisdiction or in an area served by multiple agencies.

9. Fire Protection Water Supplies and Fire Hydrants

An approved water supply capable of supplying the required fire flow shall be provided to premises where facilities, buildings, or portions of buildings are constructed, moved, or otherwise required to be protected. The type, capacity, location, and reliability of the water supply shall be reviewed based on the Ohio Fire Code, Ohio Building Code, water purveyor requirements, adopted referenced standards, and BWJFD operational needs.

Topic	Requirement / Review Standard	Authority / Status
Water Supply Type	Water supply may consist of water mains, reservoirs, pressure tanks, elevated tanks, water tanks, or other fixed systems capable of providing the required fire flow when approved.	OFC/OBC Requirement
Private Fire Service Mains	Private fire service mains and appurtenances shall be installed, inspected, flushed, hydrostatically tested, and maintained in accordance with NFPA 24 and approved plans. BWJFD shall be notified before trench closure when inspection is required.	OFC/OBC Requirement
Minimum Main Size	BWJFD local operational standard: private fire service mains, including mains serving subdivisions where applicable, should be 8 inches minimum in diameter unless a different size is supported by hydraulic calculations and approved by the Fire Code Official, building code authority, and water purveyor as applicable.	BWJFD Local Requirement / Project-Specific
Water Tanks	Water tanks for private fire protection shall be installed in accordance with NFPA 22 and maintained in accordance with applicable standards.	OFC/OBC Requirement

Fire Flow	Fire flow requirements shall be determined by an approved method accepted by the applicable authorities. Water supply tests shall be witnessed by the Fire Code Official or documented by approved test documentation before final approval.	OFC/OBC Requirement
Hydrant Distance	On-site hydrants and mains shall be provided where required by the Ohio Fire Code based on distance from the facility or building along an approved route. Exceptions or distance increases shall be applied only where permitted by the Ohio Fire Code.	OFC/OBC Requirement
Hydrant Spacing	BWJFD local operational standard: fire hydrant spacing should not exceed 350 feet unless an alternative spacing plan is approved based on building size, occupancy, fire flow, road layout, water supply, and operations.	BWJFD Local Requirement
Hydrant Placement	BWJFD local operational standard: hydrants should be located at least 40 feet from the protected building and at least 2 feet behind the curb or otherwise protected from traffic impact unless a different location is approved.	BWJFD Local Requirement / Project-Specific
Hydrant Outlets and Threads	BWJFD local operational standard: hydrants shall include a 5-inch Storz fitting with blind cap/lanyard on the steamer connection and two 2.5-inch side discharge nozzles equipped	BWJFD Local Requirement

	with National Standard Hose Thread unless otherwise approved. Operating nuts and hose connections shall be compatible with BWJFD equipment.	
Hydrant Color	Hydrant color shall be approved by the Fire Code Official and coordinated with the water purveyor. Do not reference a specific water purveyor unless applicable to the project.	OFC/OBC Requirement / Project-Specific
Clear Space	A minimum 3-foot clear space shall be maintained around hydrants, with additional clear area required where needed for hose connections, paved fire lanes, vehicle staging, or operational access.	OFC/OBC Requirement; BWJFD Local
Vehicle Impact Protection	Where hydrants are subject to vehicle impact, guard posts, bollards, curbing, or other approved protection shall be provided without obstructing hydrant outlets or fire department operations.	OFC/OBC Requirement / Project-Specific

9.1 Testing and Acceptance

Hydrostatic testing, flushing, flow testing, and related inspections shall be coordinated with BWJFD, the building code authority, the water purveyor, and other authorities having jurisdiction. Private fire mains shall not be covered or placed into service until required inspections and tests have been completed or otherwise approved. Test documentation shall be provided before final fire department acceptance.

10. Fire Department Connections

Topic	Requirement / Review Standard	Authority / Status
Location	Fire department connections shall be located in an approved, visible, and accessible location.	OFC/OBC Requirement; BWJFD Local

	BWJFD local operational standard: FDCs should be located within 50 feet of an approved hydrant and remote from the protected building unless an alternative location is approved.	
Fittings	BWJFD local operational standard: provide a 5-inch Storz fitting with a 30-degree down angle for the FDC unless another arrangement is approved. Hose connections shall be compatible with BWJFD equipment.	BWJFD Local Requirement
Height	BWJFD local operational standard: the top of the FDC fitting should be a minimum of 24 inches and a maximum of 36 inches above finished grade unless site conditions require a different approved height.	BWJFD Local Requirement
Supply Piping	FDC piping shall be designed and installed in accordance with the applicable NFPA standard and approved plans. Any local minimum pipe size shall be supported by design calculations, adopted local requirement, or project-specific approval.	OFC/OBC Requirement / Project-Specific
Signage	FDC signage shall identify the building, address, system served, and any special conditions where required. Signs shall be durable, permanently installed, visible, contrasting, and readable.	OFC/OBC Requirement; BWJFD Local
Locking Caps	Locking FDC caps may be required by BWJFD for water-	BWJFD Local Requirement / Project-Specific

	based fire protection systems. Approved key wrenches or access tools shall be available to responding fire department personnel.	
Testing	FDC piping shall be flushed and hydrostatically tested as part of the fire protection system acceptance process. Testing shall be documented and witnessed when required by BWJFD or other authority having jurisdiction.	OFC/OBC Requirement
Obstructions and Protection	FDCs shall remain unobstructed. Vehicle impact protection, fire lane striping, curb painting, or no-parking signage shall be provided where needed to maintain access.	OFC/OBC Requirement; BWJFD Local

Applications or specifications for locking FDC caps shall be submitted through the approved BWJFD process.

11. Fire Protection and Life Safety Systems

Fire protection and life safety systems shall be designed, installed, inspected, tested, and maintained in accordance with the Ohio Fire Code, Ohio Building Code, approved construction documents, and the applicable NFPA or other Ohio-adopted referenced standards. BWJFD review shall focus on emergency response operations, system accessibility, fire department connections, annunciation, water supply, system reliability, and acceptance testing.

Topic	Requirement / Review Standard	Authority / Status
Automatic Sprinkler Systems	Automatic sprinkler systems shall be designed and installed in accordance with the applicable NFPA standard and approved construction documents. Control valves shall be identified, accessible, and supervised where required. PIVs/WPIVs shall be secured in	OFC/OBC Requirement

	the open position where required.	
Standpipe Systems	Standpipe systems shall be designed and installed in accordance with NFPA 14, the Ohio Building Code, the Ohio Fire Code, and approved plans. Hose valve locations shall be coordinated with the building code authority and BWJFD. Hose connections shall use threads compatible with BWJFD equipment.	OFC/OBC Requirement; BWJFD Local
Fire Pumps	Fire pumps shall be designed, installed, and tested in accordance with applicable NFPA standards and approved plans. Fire pump rooms, controllers, test headers, drains, and access shall be coordinated with BWJFD.	OFC/OBC Requirement
Fire Alarm Systems	Fire alarm systems shall be designed, installed, monitored, and tested in accordance with the Ohio Fire Code, Ohio Building Code, NFPA 72, and approved plans. Addressable systems, remote annunciators, exterior notification devices, or graphic maps may be required where required by code or justified by building size, complexity, occupancy, or emergency response needs.	OFC/OBC Requirement; Project-Specific
Fire Alarm Information at FACP	Provide approved zone maps, device maps, sequence of operations, monitoring company name and emergency contact number, and system operating instructions at or	OFC/OBC Requirement; BWJFD Security Practice

	near the FACP. Do not publicly post fire alarm passwords, monitoring account passwords, or security credentials. Access credentials shall be secured in an approved manner and provided to responsible personnel.	
Fire Extinguishers	Portable fire extinguishers shall be provided, installed, inspected, and maintained in accordance with NFPA 10 and the Ohio Fire Code.	OFC Requirement
Emergency Responder Radio Coverage	Emergency responder radio coverage shall be provided where required by Ohio Fire Code Section 510. Applicability, exceptions, design, testing, and documentation shall be coordinated with BWJFD and other authorities having jurisdiction.	OFC Requirement
Smoke Control / Smoke Exhaust / ESFR Facilities	Smoke control, smoke exhaust, heat venting, secondary power, and ESFR-related features shall be provided where required by code or approved engineered design. BWJFD may request operational review for large-volume, high-piled, ESFR, warehouse, or industrial facilities, but recommendations shall not be enforced as mandatory unless required by code, approved plans, or adopted local regulation.	OFC/OBC Requirement; Recommendation unless adopted
Roof Access / Roof Hydrants	Roof access, roof hatch markings, roof ladders, roof hydrants, and related features shall comply with the Ohio	OFC/OBC Requirement; Project-Specific

	<p>Building Code, Ohio Fire Code, approved plans, and applicable standards. BWJFD may request project-specific review for large-area or complex buildings where roof operations are anticipated.</p>	
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11.1 Fire Alarm System Submittal and Acceptance Notes

- Fire alarm plans shall include device layout, initiating and notification appliances, control equipment, power supplies, battery calculations, voltage drop calculations when applicable, monitoring method, sequence of operations, and annunciator location.
- A remote annunciator or fire alarm control interface may be required near a primary fire department entry point, near the approved key box, or at another approved location.
- Final acceptance shall include functional testing, alarm/supervisory/trouble signal verification, monitoring verification, documentation, and owner representative training as applicable.
- HVAC shutdown, fan control, smoke damper control, elevator recall, smoke control, and other fire alarm interfaces shall follow the approved sequence of operations and applicable codes. Blanket shutdown of “all fans” shall not be required unless required by code or approved design.

12. High-Piled Storage, Hazardous Materials, Tanks, and Special Hazards

Occupancies or operations involving high-piled combustible storage, hazardous materials, flammable or combustible liquids, compressed gases, propane, carbon dioxide, lithium-ion battery systems, industrial processes, spray operations, special amusement buildings, or other regulated hazards shall comply with the Ohio Fire Code and applicable referenced standards. Required permits, plans, inventories, safety data sheets, fire protection design criteria, emergency plans, and technical reports shall be provided to BWJFD when applicable.

- High-piled combustible storage plans shall identify commodity classification, storage height, pile/rack layout, aisles, rack type, encapsulation, pallet type, fire protection design criteria, smoke/heat venting or smoke control where applicable, and fire department access.
- Hazardous materials submittals shall identify material names, quantities, locations, hazard classifications, control areas, storage arrangements, protection features, emergency contacts, and safety data sheets.
- Propane, fuel gas, carbon dioxide, cryogenic fluids, and compressed gas installations shall comply with the Ohio Fire Code and applicable NFPA standards, including separation distances, vehicle impact protection, signage, emergency shutoffs, and access.
- Special suppression systems shall be designed and installed by qualified persons in accordance with the applicable standard and shall be submitted for review before installation.

13. Final Fire Department Inspection and Occupancy Coordination

BWJFD final fire department approval or written clearance does not replace the certificate of occupancy or approval issued by the building code authority. BWJFD may provide written findings or inspection status to the building code authority, owner, or applicant. The building code authority retains authority over certificates of occupancy for buildings regulated by the Ohio Building Code. In areas without a certified local building department, this authority generally rests with the State of Ohio Division of Industrial Compliance/Bureau of Building Code Compliance for nonresidential projects.

Before BWJFD final fire department clearance, the following items shall be complete where applicable:

- Fire apparatus access roads, fire lanes, turnarounds, bridges, gates, and access-control systems are complete, marked, unobstructed, and operational.
- Hydrants, private fire mains, water supply systems, and FDCs are installed, tested, flushed, accessible, and accepted by the water purveyor and applicable authorities.
- Address numbers, street signs, building identification, tenant identification, emergency signage, and fire protection room signage are installed and visible.
- Sprinkler, standpipe, fire pump, fire alarm, special suppression, emergency responder radio coverage, and other fire protection systems have passed required acceptance tests.
- Monitoring is active and verified, and emergency contact information is posted or provided in an approved manner.
- Knox Box or approved emergency access system is installed, contains approved keys/access devices, and is accepted by BWJFD.
- Fire extinguishers, exit signage, emergency lighting, fire-rated assemblies, hazardous material controls, and other final fire safety features are installed as required.
- Required as-built changes, test reports, inspection reports, maintenance records, permits, and owner documentation have been provided.

14. Noncompliance, Written Findings, and Enforcement

BWJFD may reject, place on hold, or return any plan review submittal that is incomplete, illegible, uncoordinated, not drawn to scale, not electronically measurable, lacking required documentation, or otherwise unsuitable for fire department review. Written review comments should identify the deficiency, the requested correction, and the code, local requirement, or operational basis when applicable.

For Ohio Building Code regulated construction, BWJFD may provide written findings to the building code authority and may recommend that plans, inspections, or occupancy not be approved until fire department comments are resolved. BWJFD should avoid representing its review as approval of the entire building construction document package unless it is acting within a specific lawful permit, inspection, or fire code authority.

When a violation of the Ohio Fire Code, a lawful order, an adopted local fire safety regulation, an approved plan condition, or an applicable permit condition exists, BWJFD may take enforcement action within its lawful authority. Enforcement actions should be documented in writing and should include the responsible party, location, nature of the violation, required correction, applicable code or local requirement, and a reasonable compliance period when required by law.

BWJFD should coordinate with the building code authority, water purveyor, township, village, county road authority, law enforcement, or other authorities having jurisdiction when enforcement involves State of Ohio or certified building department plan approval, certificates of occupancy, public roads, private roads, fire lanes, hydrants, water utilities, or other jurisdictional issues. Appeals shall be handled in accordance with applicable Ohio law, local procedures, and the authority issuing the order or decision.

15. Adoption, Review, and Severability

These requirements become effective upon adoption by the Big Walnut Joint Fire District Board of Trustees, or upon incorporation into an approved fee schedule, permit process, contract, or project approval, as applicable. BWJFD should review this document after each major Ohio Fire Code or Ohio Building Code update and at least every five years to maintain consistency with state law and local operations.

If any section, sentence, clause, or phrase of this document is found invalid, unenforceable, or inconsistent with applicable law, the remaining sections shall remain in effect to the extent permitted by law. Invalid language should be revised promptly to conform to applicable code, law, and lawful authority.

16. Legal and Technical References

The following references should be reviewed and updated as codes change. This list is not exhaustive and does not replace the current adopted code or legal counsel review.

- Ohio Fire Code, Ohio Administrative Code Chapter 1301:7-7, current edition as adopted by the State of Ohio.
- Ohio Administrative Code 1301:7-7-01, Scope and Administration.
- Ohio Administrative Code 1301:7-7-05, Fire Service Features.
- Ohio Administrative Code 1301:7-7-09, Fire Protection and Life Safety Systems.
- Ohio Administrative Code 1301:7-7-80, Referenced Standards.
- Ohio Building Code, current edition as adopted by the State of Ohio.
- Ohio Revised Code 3791.04, submission and approval of plans and specifications; State of Ohio approval where no certified local building department has jurisdiction over nonresidential buildings.
- Ohio Department of Commerce, Division of Industrial Compliance, Bureau of Building Code Compliance, building plan approval and inspection procedures.
- Ohio Revised Code 3737.42, Issuing citation or notice of violation.
- Ohio Revised Code 3737.43, Notice of penalty and right to appeal.
- Ohio Revised Code 3737.82, Adoption of state fire code rules.
- Ohio Revised Code 505.371, Joint fire district creation and powers.
- Ohio Administrative Code 4101:7-1-01, Board certifications, recognition, authorizations, and fire protection system designer certification.

- NFPA 10, NFPA 13, NFPA 13R, NFPA 13D, NFPA 14, NFPA 20, NFPA 22, NFPA 24, NFPA 25, NFPA 72, NFPA 1225, and other NFPA or referenced standards adopted by Ohio and applicable to the project.
- Current BWJFD fee schedule, Board resolutions, contracts, plan review procedures, and adopted local fire safety regulations.

Appendix A - Fire Department Plan Review Checklist

This checklist may be used by the applicant and reviewer. It should be modified based on project scope.

Submitted	Item	Notes / Reviewer Comments
<input type="checkbox"/>	Project information sheet completed.	
<input type="checkbox"/>	Plan review fee paid or invoiced according to current BWJFD fee schedule.	
<input type="checkbox"/>	Building code authority identified.	List certified building department or State of Ohio Department of Commerce Division of Industrial Compliance/Bureau of Building Code Compliance. Provide State project number or certificate of plan approval status when applicable.
<input type="checkbox"/>	Full-size scalable/vector PDF submitted.	Reduced 8.5 by 11 plans are not acceptable for construction plan review unless specifically approved.
<input type="checkbox"/>	Civil/site plan provided.	Show access roads, lanes, hydrants, water mains, FDCs, gates, street signs, addressing, and fire lanes.
<input type="checkbox"/>	Building code summary provided.	Use group, construction type, height, area, sprinkler/fire alarm status, special hazards.
<input type="checkbox"/>	Fire apparatus turning movement provided.	Required where access width, turning radius, cul-de-sac, island, grade, bridge, or gate design is a concern.
<input type="checkbox"/>	Fire flow/water supply data provided.	Hydrant flow test, water purveyor statement, hydraulic calculations, or approved fire flow method.
<input type="checkbox"/>	Private fire main plan provided.	NFPA 24 details and inspection/testing notes included.

<input type="checkbox"/>	Sprinkler/standpipe/fire pump plans submitted.	Include calculations and product data.
<input type="checkbox"/>	Fire alarm plans submitted.	Include sequence of operations and monitoring information.
<input type="checkbox"/>	ERRC applicability addressed.	Survey, exception, or design provided as applicable.
<input type="checkbox"/>	High-piled/hazmat/special hazards addressed.	Storage plans, SDS, quantities, permits, and design criteria provided.
<input type="checkbox"/>	Final inspection documents received.	Test reports, monitoring verification, Knox Box keys, and owner information.

Appendix B - Project Information and Preconstruction Packet

This section may be issued to applicants and kept on site with the building card or approved plans for review by fire safety inspectors.

Field	Information
Project Name	
Assigned Address	
Parcel / Lot Number	
Owner / Developer	
Owner Contact	Name: Phone/Email:
Architect / Engineer	Name: Phone/Email:
General Contractor	Name: Phone/Email:
Fire Protection Contractor	Name: Phone/Email:
Water Purveyor	
Building Code Authority	Certified local building department or State of Ohio DIC/BCC:
State / DIC Project Number	
Certificate of Plan Approval Status	
Site Contact During Construction	Name: Phone:
Projected Fire Protection Test Dates	
Projected Final Fire Inspection Date	
Emergency After-Hours Contact	Name: Phone: