

Fire & Life Safety Division

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Assisted Living Facility Intake List

(Some facilities may require stamped drawings from a licensed professional.)

Any new or existing building wishing to house an Assisted Living Facility in the CMSFD jurisdiction, will require a plan review. To help expedite this process, please provide this office with at least the following information pertaining to:

Plot plan

- Show facility with dimensions to plot lines and/or other buildings on the same property.
- Provide dimensions and conditions of drivable surface(s) as they pertain to Fire Department access.
- Address signage. MSB 11.20.060

Interior and exterior photos of the facility

- Including kitchen cooking area, typical bedroom and egress window, living and dining areas, exterior views of facility, stairways and landing.

Floor plan of facility (with dimensions)

- Overall height and area (size) of facility.
- Emergency escape window information from each sleeping room or area; indicating size of the window, size of the openable area, opening mechanism, height above finished floor, and location in facility.
- Location and type of Doors (show size and swing)
- Location and size of portable fire extinguishers.
- Label each room as to use (living room, bedroom #1, etc.)
- Stairs (interior and exterior) rise and run, stair width, handrails including height of rails and grasp ability dimension, landings, and guards.
- Location and size of least two exits separate and remote from each other.
- Cooking stove hood vented to the outside, or UL listed re-circulating.
- Heating System/mechanical source.

Evacuation plan/fire drills and drill log

- Written plan with diagram submitted.
- Letter of intent stating evacuation capability of residents for facility. (Prompt, slow, or impractical)
- Performed six times a year, two of those conducted during nighttime hours.
- Drill log noting time of day, time taken to reach a point of safety, escape routes, simulated fire origin, and comments.
- Available for review by fire official or other approved licensing official.

Portable fire extinguishers (photos)

- Minimum U.L. classification 2-A:10-B:C
- Mounting height must be mounted on the wall with the bottom not less than 4 inches off the floor and the top not more than 5 feet above the floor.

An automatic fire sprinkler system (if applicable)

- Provide plans designed and prepared by a person or company licensed and permitted by the State of Alaska. (In accordance with NFPA 13, 13D or 13R, as applicable.)
- After receiving a sprinkler plan review approval by this office, the installation must be performed by a technician licensed and permitted by the State of Alaska.

A fire alarm system (if applicable)

- Provide plans designed and prepared by a person or company licensed and permitted by the State of Alaska.
- After receiving a fire alarm system plan review approval by this office, the installation must be performed by a technician licensed and permitted by the State of Alaska.

Once your completed packet is received, a fee will be generated. Upon payment of the fee, the Assisted Living Facility (ALF) will enter the plan review process where it will be reviewed for Fire & Life Safety criteria. During this process, notification will be provided in writing, either as a correction letter or Fire and Life Safety Approval Certificate. A final inspection by this office will be required on every ALF.

Once the final inspection is conducted by this office, the ALF approval request will be signed and sent back to Licensing (if available). Please note, partial submittals will delay the process.

Fees need to be paid before the review of your plans can start. **Please note, if you begin construction or renovation before the review is complete, a special processing fee will be charged, and a stop work issued.** If you have any questions regarding this process, please contact us at: 907-861-8030.