



**Detroit
Fire Department**



VENUE FLOOR PLAN SUBMISSION CHECKLIST

Event Name: _____ Date: _____

Facility: _____

Address: _____ Detroit, MI 48_____

The checklist below is to assist building owners and vendors in determining if supplemental floorplan information is required to be submitted to the Detroit Fire Department for review prior to an event. If any of the statements in the boxes below exist for the event and can be checked, then drawings and additional documentation will need to be submitted to the Detroit Fire Department Plans & Exams Section providing this information. Submittal instructions can be found at: <https://detroitmi.gov/departments/detroit-fire-department/fire-marshal>

Please email any questions to: DFDPlansexams@detroitmi.gov

Note: Examples of hazardous products are included in the various checklist items below. If unsure if specific products fall into a category, individual research will be needed. All safety precautions pertaining to any product will follow the City of Detroit Fire Code and National Fire Protection Association (NFPA)

LARGE-SCALE EVENTS

- At any given time, 6000 or more persons per day will be in attendance at the event

LITHIUM-ION BATTERY DISPLAYS

- Any Lithium-ion battery display with more than 10 devices each containing greater than 100 watt-hours (Wh). Requirement is per display that exceed these amounts only. (i.e.: Laptops, Tablets, Portable Medical Devices, etc. ...)
- Any aggregate Lithium-ion battery with capacities greater than 1 kilowatt-hour (kWh) (i.e.: Electric Toys, Drones, Smaller Home Backup Systems, Scooters, E-Bikes, etc. ...)
- Any large vehicle/product powered by Lithium-ion batteries in a display area (i.e.: cars, forklifts, robots, etc.)
- Any on-site charging of Lithium-ion batteries
- Storage of loose, spare, or replacement Lithium-ion batteries

FLAMMABLE & COMBUSTIBLE LIQUIDS/GASES

- Any flammable liquids (Class I) greater than 1 gallon total (i.e.: Gasoline, Acetone, Ethanol, Ether, etc.)
- Any combustible liquids (Class II or III) greater than 5 gallons total (i.e.: Kerosene, Diesel Fuel, etc.)
- Any flammable gas cylinders of any size stored indoors
- Any Propane (LP-Gas) cylinders beyond minimal display distance allowances (note: The minimum distances that cylinders can be located from displays varies based on size.)
- Any Fuel-fired appliances or equipment used indoors

PYROTECHNIC, FLAME, AND/OR SPECIAL EFFECTS

- Any open flames
- Any flame effects or flame-producing devices (i.e.: Blow Torches, Flame Throwers, Flame Spitters, etc.)
- Any pyrotechnic compositions or spark-producing devices (i.e.: Fireworks, Sparklers, etc.)
- Any fog, haze, or atmospheric effects affecting detection systems or the fire alarm in general (No special permit required)

GAS-POWERED OR LITHIUM-POWERED VEHICLES/MACHINERY

- The presence of two (2) or more internal combustion vehicles indoors
- The presence of any vehicle with fuel exceeding $\frac{1}{4}$ tank or 5 gallons (whichever is less)
- Any hybrid vehicle displayed indoors
- The presence of two (2) or more electric vehicles (EVs) indoors
- Any vehicles or machinery equal to or greater than 1 kWh aggregate capacity (i.e.: Scooters, E-bikes, Drones, etc.)

For all the above, submitted floor plans and documents shall include the following:

- Scaled Floor Layout
- Hazard Locations and Quantities
- Battery Capacities and Charging Locations
- Fuel Types and Quantities
- Flame or Pyrotechnic Effect Locations
- Exit Access Aisles and Egress Paths
- Fire Protection Features (Sprinklers, Extinguishers)
- Detailed Emergency Action Plan
- Required Separation Distances (required distances determined by product type, product amounts, and NFPA code standards)
- Event Safety Coordinator Contact Information