School Safety Program
Dept. Of Inspections, Appeals, and Licensing (DIAL) [State Fire Marshal] Guide

Notes

- This is a working document and will be updated as needed.

- This list is not all inclusive, it uses the six categories of capital improvements that are eligible for reimbursement to provide insight to whether something should be submitted to the Department of Inspections, Appeals, and Licensing (DIAL)* for approval. If there are questions please contact DIAL at bcinfo@dps.state.ia.us
  - The State Fire Marshal Division (SFMD) became a part of DIAL on 7/1/2023:
    - Building Code: https://dial.iowa.gov/licenses/building/plan-review
      Fire Safety Bureau: https://dial.iowa.gov/licenses/alarms-fire/fire-inspections

- For the listed items that are identified for review by the DIAL, please follow these guidelines:
  - Check to see if your jurisdiction is on the Local Code Enforcement list on page 4 or online at https://dial.iowa.gov/licenses/building/plan-review#accordion-title--696540239.
    - If you find your jurisdiction on the BUILDING CODE list, you will need to have an architect or engineer seek written approval from your local building code official, not the DIAL. If your jurisdiction is not listed, you will need to have an architect or engineer follow the Building Code Plan Review Submittal Process starting on page 5 to seek written approval from the DIAL.
    - If you find your jurisdiction on the FIRE CODE list, you will need to have an architect or engineer seek written approval from your local fire chief. If your jurisdiction is not listed, you will need to have an architect or engineer seek written approval from the DIAL.
    - If you do not find your jurisdiction on either list, you will need to have an architect or engineer follow the Building Code Plan Review Submittal Process starting on page 5 to seek written approval from the DIAL.
    - Any references below for the schools sending plans, drawings, etc. to the email bcinfo@dps.state.ia.us would only apply if your local jurisdiction is not listed on the Local Enforcement Code list.
  - All submittals must come from the school's architect or engineer.

1. Entry control
   a. Visitor management systems
      i. If it is just a computer check-in system, the DIAL Fire Safety Bureau does not need to see it. But if it incorporates an _exiting specific_ locking system, see 1b below to determine if the DIAL Fire Safety Bureau needs to see it.
   b. Any type of _exiting specific_ locking systems for interior or exterior (locks, crash bars, electronic access, door prop alarms, etc.).
      i. Schools are not required to get DIAL approval for _access control locks_. These are locks that prevent **ACCESS** to the building. No approval is needed and installation can move forward.

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      ii.   DIAL Fire Safety Bureau **will need to approve** all door locking requests that prevent **EGRESS FROM THE BUILDING**. The schools need to work with their local law enforcement and fire personnel so they have a plan to grant access to the building in the event of an emergency.

          1.   All locking submittals for schools need to include what is at this link https://dial.iowa.gov/media/7466/download?inline=, and

          2.   A variance is required for anything that **<u>DOESN'T</u>** meet fire or building codes. All door locking requests should meet the requirements as outlined in the above links. Compliance with the door locking guide meets the fire code. Third-party classroom barrier devices that don't meet code should use the DIAL Door Securement Variance at this link -- https://dial.iowa.gov/media/7494/download?inline= and should be sent to the following email Fire.Inspections@dia.iowa.gov.

  c. Metal detectors
      i.   DIAL does not need to approve these.

  d. Uninterruptible Power Supply (UPS) for anything that supports electronic security systems.
      i.   DIAL does not need to approve these.

  e. Exterior/Interior doors
      i.   This does need to be a full submittal done by an architect to the DIAL website at https//iowa.imagetrendlicense.com/lms/public/portal#/login.

  f. Secure vestibule
      i.   This does need to be a full submittal done by an architect to the DIAL website at https//iowa.imagetrendlicense.com/lms/public/portal#/login.

  g. Door frame magnetic strips
      i.   Dial does not need to approve these.

  h. Safety latch for panic/crash bars
      i.   This does need to be a full submittal done by an architect to the DIAL website at https//iowa.imagetrendlicense.com/lms/public/portal#/login.

  i. Panic bar straps
      i.   Dial does not need to approve these.

  j. Elevator access control
      i.   DIAL does not need to approve these unless in a high rise building.

2. Electronic security and communication systems
  a. Video Surveillance systems/equipment
      i.   DIAL does not need to approve these.

  b. Intrusion Detection systems/equipment
      i.   DIAL does not need to approve these.

  c. Duress System/Mass notification systems/alarms systems
      i.   Typically, these systems are part of the fire alarm systems so the DIAL Building & Construction Bureau does need to see these submittals. This will be done

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        through a design professional at
        https//iowa.imagetrendlicense.com/lms/public/portal#/login

  d. Electronic signage, i.e., monitors or TV
      i.   DIAL does not need to approve these.
  e. Communication equipment (radios, call boxes, cell boosters, etc)
      i.   DIAL does not need to approve these.

  f. Uninterruptible power supply for anything that supports electronic security and communication systems – Dial does not need to approve these.
  g. Weather radio – Dial does not need to approve these.
  h. Gunshot detection system – Dial does not need to approve these.
  i. Weapon detection system – Dial does not need to approve these.

3. Barriers
  a. Vehicle barriers (bollards, large rocks, jersey barriers, etc.).
      i.   DIAL Building & Construction Bureau does need to review these both for exiting and ADA. This does need to be a full submittal done by an architect to the DIAL website at https//iowa.imagetrendlicense.com/lms/public/portal#/login.
  b. Portable barriers
      i.   DIAL Building & Construction Bureau does need to review these both for exiting and ADA. This does need to be a full submittal done by an architect to the DIAL website at https//iowa.imagetrendlicense.com/lms/public/portal#/login.
  c. Guard rails
      i.   DIAL Building & Construction Bureau does need to review these both for exiting and ADA. This does need to be a full submittal done by an architect to the DIAL website at https//iowa.imagetrendlicense.com/lms/public/portal#/login.

4. Perimeter security
  a. Security related signage (camera surveillance, controlled entry, exterior numbering of door signage).
      i.   DIAL does not need to approve these.
  b. Fencing (chain link, brick and mortar, wrought iron, etc.) Enhancements can include anti-climb, privacy screening, K-rated, etc.
      i.   DIAL Building & Construction Bureau does need to review these both for exiting and ADA. This does need to be a full submittal done by an architect to the DIAL website at https//iowa.imagetrendlicense.com/lms/public/portal#/login.
  c. Gates (drop arm, swing gate, moveable bollards, roller or slide gate, etc.).
      i.   DIAL Building & Construction Bureau does need to review these both for exiting and ADA. This does need to be a full submittal done by an architect to the DIAL website at https//iowa.imagetrendlicense.com/lms/public/portal#/login.

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5. Illumination
    a. Any type of interior or exterior lighting and related equipment such as dawn to dusk controllers, to include emergency lighting.
        i. DIAL Building & Construction Bureau does need to review these for exiting.   This needs to be a full submittal done by an architect to the DIAL website at https//iowa.imagetrendlicense.com/lms/public/portal#/login.

6. Building envelope
    a. Safety Glass or glass hardening measures (blast/safety film, blast curtains, bullet-proof, etc.).
        i. This needs to be a full submittal done by an architect to the DIAL website at https//iowa.imagetrendlicense.com/lms/public/portal#/login.
    b. Exterior doors
        i. This needs to be a full submittal done by an architect to the DIAL website at https//iowa.imagetrendlicense.com/lms/public/portal#/login.
    c. Outside HVAC/backup power area security
        i. DIAL does not need to approve these.
    d. External air intake protective measures
        i. DIAL does not need to approve these.
    e. Security mirrors for hallways/stairwells
        i. DIAL does not need to approve these.
    f. Window hardware – Dial does not need to approve these.
    g. Windows (ballistic rated, wire-reinforced, etc.)
        i. This needs to be a full submittal done by an architect to the DIAL website at https//iowa.imagetrendlicense.com/lms/public/portal#/login.

    h. Interior window Shades – Dial does not need to approve these.

STATE FIRE MARSHAL - List of Jurisdictions Approved for own Code Enforcement

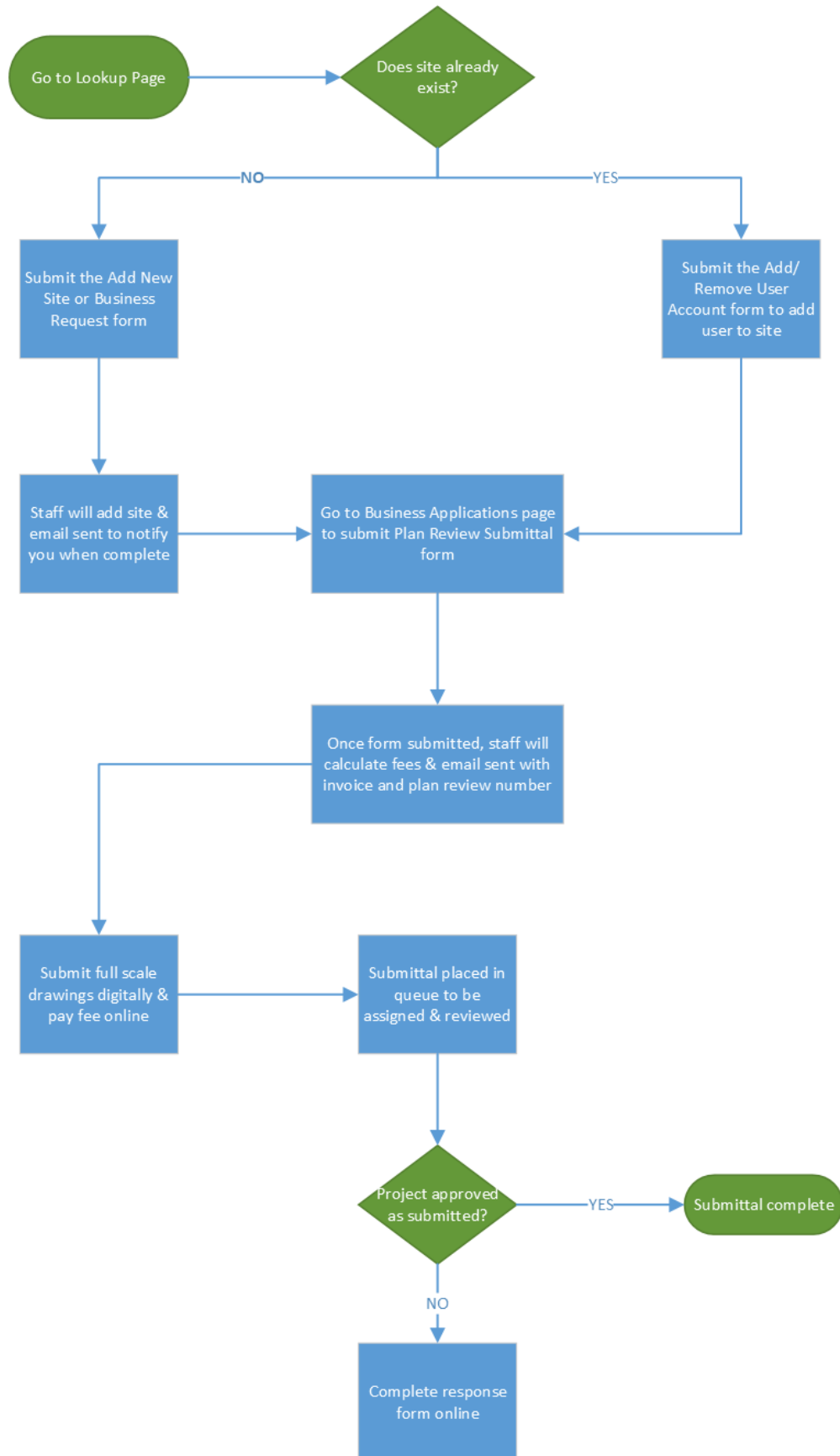| BUILDING CODE			FIRE CODE	
City		**County**		**City**
Adel	Le Mars	Bremer	Ames	Indianola
Algona	Madrid	Johnson	Ankeny	Iowa City
Altoona	Marion	Linn	Bettendorf	Johnston/Grimes
Ames	Marshalltown	Polk	Boone	Keokuk
Ankeny	Martensadle	Pottawattamie	Burlington	Marion
Asbury	Mason City	Scott	Cedar Falls	Marshalltown
Avoca	Maxwell		Cedar Rapids	Mason City
Bettendorf	Missouri Valley	*United CSD	Centerville	Muscatine
Bondurant	Mitchellville	in rural Boone	Clinton	Nevada
Boone *	Monroe	State reviews	Clive	North Liberty
Burlington	Mount Pleasant		Coralville	Ottumwa**
Carlise	Muscatine		Council Bluffs	Sioux City
Carroll	Nevada		Davenport	Storm Lake
Cedar Falls	Newton		Delaware Township	Waterloo
Cedar Rapids	North Liberty		Denison	Waukee
Centerville	Norwalk		Des Moines	Webster City ***
Chariton	Orange City		Dubuque	West Burlington
Charles City	Osceola		Fort Dodge**	West Des Moines
Clear Lake	Oskaloosa		Fort Madison	Windsor Heights
Clinton	Ottumwa			
Clive	Panora			
Colfax	Pella			
Coralville	Perry			
Council Bluffs	Pleasant Hill		****State always reviews state-owned bldgs & healthcare facilities**	
Creston	Pleasantville		** Fort Dodge & Ottumwa FD have requested all fire alarm and sprinkler	
Cumming	Polk City		plans be reviewed by the State	
Davenport	Postville		*** Webster City will request some fire alarm and sprinkler plans be reviewed	
Dallas Center	Prairie City		by the State on case-by-case basis	
De Soto	Roland			
Denison	Runnells			
Des Moines	Sergeant Bluff			
DeWitt	Shenandoah			
Dubuque	Sioux Center			
Earlham	Sioux City			
Eldridge	Slater			
Elkhart	Spirit Lake			
Evansdale	Saint Charles			
Fort Dodge	Storm Lake			
Fort Madison	Stuart			
Grimes	Tipton			
Granger	Urbandale			
Grinnell	Van Meter			
Harlan	Vinton			
Hartford	Washington			
Hiawatha	Waterloo			
Hudson	Waukee			
Indianola	Waverly			
Iowa City	Webster City			
Iowa Falls	West Burlington			
Jesup	West Des Moines			
Johnston	Windsor Heights			
Keokuk	Winterset		Revised: 10/21/2022	
Knoxville	Woodward			
Le Claire				

Building Code Plan Review Submittal Process

PLEASE NOTE: You will use this process to submit full plan reviews, requests for exemption from full plan reviews, and may also use it to request a preliminary review meeting.

A. Use the Public Portal Lookup to verify whether the project site is already in the system.
   https://iowa.imagetrendlicense.com/portal#/login
   1. If the site exists, submit Update User Account form to add your user account to the site.
      a. *Be sure to select the correct Plan Review Contact role!*
   2. If the site <u>does not</u> exist, submit the Request New Business or Site application form.
      a. Once the site is added by staff, your user account will also be added as the appropriate plan review contact role.
      b. You will then receive an email notifying you the site has been added and you are listed as point of contact.
   3. Submit the Building Code Plan Review Submittal application form for the project site.
      a. FOR ARCHITECTURAL PROJECTS ONLY: If you have not already had a preliminary review with our office, please contact us by phone (515) 725-6145 or email bcinfo@dps.state.ia.us to schedule a preliminary review. Or you may indicate on the submittal form that you have not had a preliminary review and a plans examiner will be assigned to contact you once your form has been received.
      b. **WAIT** to digitally submit full-scale drawings and accompanying documentation until you have received the second confirmation email that includes your assigned plan review number and invoice for fees. ***Paper plans and thumb drives are <u>NO LONGER ACCEPTED</u> by the Building Code Bureau as of September 1, 2023.***
         i. To request a digital upload location for architectural plans, email bcinfo@dps.state.ia.us and request a digital upload link. Please provide the project number and project name when requesting the link.
            . **The Building Code Bureau requires wet signed/sealed paper plans that are "100% construction sets". We do not accept "preliminary" or "not for construction". If submittals do not meet these criteria, a notification will be sent.**
      c. Once the digital plans have been uploaded, it will be your responsibility to let the assigned plan reviewer know. Plan reviews will not take place until after fees are paid and notification of plan upload has been completed. Any questions on this process change should be submitted to bcinfo@dps.state.ia.us
   4. Pay fees online by credit card or ACH via secured payment portal or mail check.
   5. Once the plan review has been completed, an email is sent to you with the plan reviewer's comments attached. That form will also indicate if a response is required.
      a. When a plan review response is required, a response form is added online to the project application for completion and submittal.
   6. Once your project is approved, the comment form will also include contact information for the assigned building code inspector and fire prevention inspector, along with contact information for the assigned plan reviewer.

Go to License Management Online Public Portal
https://iowa.imagetrendlicense.com/lms/public/portal#/login

Go to Lookup Page

Does site already exist?

NO

YES

Submit the Add New Site or Business Request form

Submit the Add/ Remove User Account form to add user to site

Staff will add site & email sent to notify you when complete

Go to Business Applications page to submit Plan Review Submittal form

Once form submitted, staff will calculate fees & email sent with invoice and plan review number

Submit full scale drawings digitally & pay fee online

Submittal placed in queue to be assigned & reviewed

Project approved as submitted?

YES

Submittal complete

NO

Complete response form online

Search for Project Site

- Be sure to select "Building Code" from the License Classification drop down.
- PLEASE NOTE: Sites are added based on site name AND address. Keep in mind a project may have a "different" name, but if it is located at the same address or part of a large site overall (such as a university or hospital), a new site will not be added. You will submit your project under the existing site and use the "Project Name" field on the submittal form to identify your project specifically.
- If you believe your project site is already in the system, but are unable to locate it using Lookup, please email sfmlicense@dps.state.ia.us with the name and address of the project site and ask for assistance.

Submit Project Plan Review Form

- On Available Applications page, click on the Business Applications link about mid-center of the page.
- Use the Filter By Service drop down to select the correct project site. Once you have selected the site, you will find the Building Code Plan Review Submittal form under the Applications bar.

Project Building Site Details

- A field called "Project Name (if different from site name)" is provided for you to indicate additional information about the site. This field is especially important for large projects where the project site address may be the same, but there are different floors, suites, etc. to the facility. This field will help you and our staff identify a project.
- Once the plan review form has been submitted, it will be checked for completeness and the correct fees calculated and a second email is sent with an invoice attached.
- The second email will indicate the plan review number assigned to your project. Please use this number going forward to reference the project in any correspondence and when you send the full set of drawings and electronic documentation required.

Plan Review Comments

- The plan review comments form will be similar to past comment letters you may have received from plan review staff, but in a form layout. Please read each comment form carefully so as not to miss responding to any items. Responses are required for any General Code Comment box that was checked, as well as any specific Plan Review Comments listed below.

Plan Review Response

- If the plan reviewer comment form indicated a response is required, locate the Initial Plan Review Response form online under your project site plan submittal. Click on the Applications link in the left-hand navigation pane and then click on the Continue link. Find your project site and expand the submittal if necessary (click on the inverted ^ left of the submittal line). Click on the Continue button next to the Initial Plan Review Response form.

Complete Plan Review Response Form

- For each code section included in the plan reviewer's comments, you must enter the code section and your comment response. You will want to periodically click the Save button at the bottom of the page to avoid losing your responses before you submit the form.
- You will not receive any email confirmation regarding the submittal of your response. Once the plan reviewer has reviewed your response document, you will receive an email with the Additional Plan Review Comments form attached addressing your response. If necessary, a second response may be required.