



**MICHAEL R. PENCE, Governor**  
**STATE OF INDIANA**

**INDIANA DEPARTMENT OF HOMELAND SECURITY**

**DAVID KANE, EXECUTIVE DIRECTOR**



**James L. Greeson, State Fire Marshal**  
**Division of Fire and Building Safety**

*Indiana Government Center South  
302 West Washington Street  
Indianapolis, IN 46204  
317-232-3980*

## **Checklist for a Chapter 34 Submittal**

Chapter 34 evaluations are only for existing Class 1 structures undergoing a change of occupancy classification. To qualify for a Chapter 34 release, the applicant must provide a completed construction design release application form indicating the intended use of Chapter 34 provisions (check boxes on Page 2), drawings adequately describing the intended work, including those items for which points are claimed in the Chapter 34 evaluation, and associated Chapter 34 worksheets, including the following:

- A Chapter 34 summary sheet, signed and sealed by an Indiana-licensed design professional, along with a narrative describing how the building complies with the point values taken for Sections 3412.6.1 through 3412.6.19 of the Indiana Building Code;
- A signed and sealed structural evaluation prepared by a design professional licensed in the State of Indiana, indicating the adequacy of the existing structural systems for the proposed change of occupancy (excluding single-story slab-on-grade structures);
- Exterior elevation drawings, to scale, supporting scores taken for Section 3412.6.1;
- Building area drawings, to scale, supporting scores taken for Section 3412.6.2, including a site plan showing dimensioned location of the building relative to property lines, adjacent structures, and the width and location of any streets or easements bordering the property;
- Floor plans showing location, and section drawing showing construction, of proposed or existing fire barriers, fire partitions, rated corridor walls, vertical opening/shaft enclosures and horizontal assemblies supporting scores taken for Sections 3412.6.3, 3412.6.4, 3412.6.5 and 3412.6.6;
- Mechanical plans showing the construction and location of plenums and air movement in corridors supporting scores taken for Section 3412.6.7;
- Floor plans showing location and operation of smoke detectors and fire alarm components supporting scores taken for Sections 3412.6.8 and 3412.6.9;

- Elevations and floor plans as needed showing the location and size of all exterior openings, stairway enclosures, smoke-proof enclosures and/or mechanical air-handling systems supporting scores taken for Section 3412.6.10;
- Floor plans showing the location, width and capacity of all egress components supporting scores taken for Section 3412.6.11;
- Floor plans showing length, width and travel distance of dead ends supporting scores taken for Section 3412.6.12;
- Floor plans showing the maximum actual travel distance and the maximum allowed travel distance supporting scores taken for Section 3412.6.13;
- Floor plans, sections, and/or other materials necessary to show travel distances above or below the primary access of the elevator, and the elevator control equipment, supporting scores taken for 3412.6.14;
- Floor plans and additional supporting materials necessary to show exit signs and emergency egress lighting in support of scores taken for Section 3412.6.15;
- Floor plans and sections showing location and construction of fire barriers and separated occupancies supporting scores taken for Section 3412.6.16;
- Floor plans and/or materials necessary to show installation of, or intent to install, automatic fire suppression systems supporting scores taken for Section 3412.6.17.
- Floor plans and/or materials necessary to show installation of standpipes supporting scores taken for Section 3412.6.18.
- Floor plans and sections showing location, size and separation of incidental use areas supporting scores taken for Section 3412.6.19;
- If a design professional is required, each page of all drawings shall include the seal and signature of the design professional;
- No plans may be labeled "Preliminary," "Not for Construction," "For Reference Only," "Future," "Optional" or the like. They are unacceptable for plan review purposes.