



HANOVER COUNTY

Office of the Fire Marshal



Office (804) 365-6195
Fax (804) 537-5488

13326 Hanover Courthouse Road
P.O. Box 470 Hanover, VA 23069

fmo@hanovercounty.gov
Dispatch (804) 365-6140

FIRE PLANS REVIEW

JURISDICTION:	Hanover
TRAKIT FILE#	REZ2024-00001
TO:	Brendan McHugh
FROM:	Lieutenant Paul Polivka Fire Plans Review Office 804-365-4858 Email: ptpolivka@hanovercounty.gov
SUBJECT:	WESTMORELAND PROPERTY GROUP
DATE:	1-19-2024
TYPE OF REVIEW	REZ 1st Review
COMMENTS:	<p>1. The Hanover Fire Marshal’s Office has reviewed the Rezoning of this property and has the comments below to consider as the project moves forward.</p> <ul style="list-style-type: none"> ○ Minimum Required Fire Flow. The minimum required fire flow for protection purposes shall be submitted to the Office of the Fire Marshal. Refer to the Virginia Statewide Fire Prevention Code (2012), appendix B105, for exceptions for sprinkler-protected buildings. Refer to The Virginia Statewide Fire Prevention Code (2012), appendix B104, B104.1, B104.2, and B104.3 for the calculation process and allowances. The correct format and calculation sheet can be obtained from the Office of the Fire Marshal. The Hanover Fire Marshall Office requires this on all new commercial buildings in Hanover County. ○ Water Flow Test Data. Provide computer-generated water flow test data verifying the required water flow for fire protection is available at the site. The water flow test results and graph, showing water flow in gallons per minute down to 20 psi., shall be emailed to Lieutenant Paul Polivka and not included on the Plan Set in accordance with The Virginia Statewide Fire Prevention Code (2012), appendix B105.2 and table B105.1. Contact Hanover County Public Utilities at (804)365-6024 before and to schedule the testing. The Hanover Fire Marshall Office requires this on all new commercial buildings in Hanover County. ○ The submitted plan shall indicate the location of all required or existing fire hydrants after determining the number and distribution of fire hydrants.



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- Fire hydrants are required to be located within 400 feet of all portions of the building.
- Provide details on the method to access all exterior points of the building from within 150 feet of an approved emergency fire apparatus access roadway.
- Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet.
- Knox Box note shall be added to the plan set. The following shall be added to the Fire General Notes on the plan set:
- “An approved key box shall be provided for the proposed building in accordance with the Virginia Statewide Fire Prevention Code (2015), Code, section 506.1. The required forms and installation instructions for the key box can be obtained from Hanover Fire and EMS, Office of the Fire Marshal, at 804-365-6140.”
- The Knox Box location note below shall be added to the plan set. An approved Knox box shall be provided for the proposed building in accordance with the Virginia Statewide Fire Prevention Code (2015), Code, section 506.1. The required forms and installation instructions for the Knox Box can be obtained from Hanover Fire and EMS Office of the Fire Marshal website.
- Approved Knox Box Locations: Sprinkler room door / Alarm Panel Room Door / Main entrance on the door handle side.
- Height: 5 ft to the top of the box
- A Knox Padlock is required on all road gates to be locked at any time. Where security gates are installed, they shall have an approved means of emergency operation.
- The approximate location of all required fire lane markings shall be indicated on the plans. Fire lanes between twenty and twenty-six feet in width shall be marked on both sides of the roadway. The required forms and installation instructions for the fire lane details can be obtained from Hanover Fire and EMS Office of the Fire Marshal website.
<https://www.hanovercounty.gov/1082/Plans-Review>
- Fire Lane details need to be added to the plan set. The required forms and installation instructions for the fire lane details can be obtained from Hanover Fire and EMS Office of the Fire Marshal website.
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- The following landscape note shall be added to the Fire General Notes on the plan set:



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	<ul style="list-style-type: none"> ○ “No landscaping shall be placed within a three-foot radius of any fire hydrant, fire pump test header, fire department connection for fire protection systems, or fire suppression system control valve. Landscaping shall be of a type that will not encroach in the three-foot radius on maturity if the material.” ○ If this project moves towards the site plan process, the applicant should be aware of the requirements of the Hanover Fire Marshal’s Office. Requirements can be found on the Hanover Fire and EMS web page: https://www.hanovercounty.gov/1082/Plans-Review. ○ The Hanover County- Plans Review Guidelines and the Commercial Development- Checklist are in the Reference Plans Review Tab.
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