



HFC

Craig Parisher
Facilities Construction Director
665 Mainstream Drive 2nd Floor
Nashville, TN 37243
(615) 253-5304
Craig.L.Parisher@tn.gov

TOPICS

- Brief Overview
- Plans Review
- Fire & Building Inspection

***** DEPARTMENT NAME CHANGE*** EFFECTIVE JULY 1, 2022**

Pursuant to Public Chapter 1119, The Department of Health Office Licensing Health Care Facilities merged with Health Services & Development Agency to become Health Facilities Commission (HFC). This change was made to help streamline the Certificate of Need and licensure process.

PLANS REVIEW - FIRE SAFETY OVERVIEW

Plans Review

- ❖ Responsible for reviewing architectural and engineering building construction documents for compliance with applicable fire, life safety, building codes & regulations for approximately 1800 licensed facilities consisting of 13 different facility types within 30 days.

Fire Safety

- ❖ Responsible for surveying scheduled annual inspections, conduct investigations of complaints and inspect buildings for code compliance during construction of new projects for approximately 1800 licensed facilities consisting of 15 different facility types.

FACILITY TYPES

1. Office Based Surgical Centers
2. Intermediate Care Facilities
3. Hospitals
4. Prescribed Child Care Centers
5. Nursing Homes
6. Ambulatory Surgical Treatment Centers
7. Homes for the Aged
8. Residential Hospices
9. Birthing Centers
10. Assisted-Care Living Facilities
11. HIV Supportive Living Centers
12. End Stage Renal Dialysis Clinics
13. Outpatient Diagnostic Centers
14. Adult Care Homes - Level 2
15. Traumatic Brain Injury Residential Homes

PLANS REVIEW

PLANS REVIEW

Plans Reviewers

Daniel Pace - (Lead Reviewer)	615-253-5293
Jendy Avens -	615-253-4805
Richard Payne -	615-253-4804
Troy Franklin -	615-741-6996
Denise King-	615-741-9878
Josh Patton-	615-741-6997
Anna Baker – Admin.Asst.	615-741-6998 (Prompt #7)

CURRENT ADOPTED CODES

The current codes that the Board for Licensing Health Care Facilities has adopted effective January 1, 2019 are as follows:

1. 2012 NFPA 101 Life Safety Code
2. 2012 International Building Code
3. 2012 International Mechanical Code
4. 2012 International Plumbing Code
5. 2012 International Fuel & Gas Code
6. 2018 Guidelines for Design and Construction of Hospitals, Outpatient Facilities, and Residential Health Care & Support Facilities (FGI)
7. 2011 National Electric Code
8. 2009 U.S. Public Health Service Code
9. 2010 Americans with Disabilities Act (ADA)

PLAN SUBMISSION STEPS

1. Certificate of Need (CON) if required
2. Licensure Application for a new facilities
3. Notify licensure of work to be performed in existing facilities
4. Plans Review Submittal Form or Submit Electronically
5. Plans & Specifications Hard Copies or Electronic plans
6. Review Fee
7. Sprinkler shop drawings
8. Hood & duct, Nurse/E-call, and fire alarm, shop drawings
9. Project record disc (CD or DVD)

PROJECT CATEGORIES

1. Major
2. Minor Renovation
3. Locking Hardware
4. Hood and Duct
5. RHA Six Beds or Less
6. No Review

DO PLANS HAVE TO BE SUBMITTED?

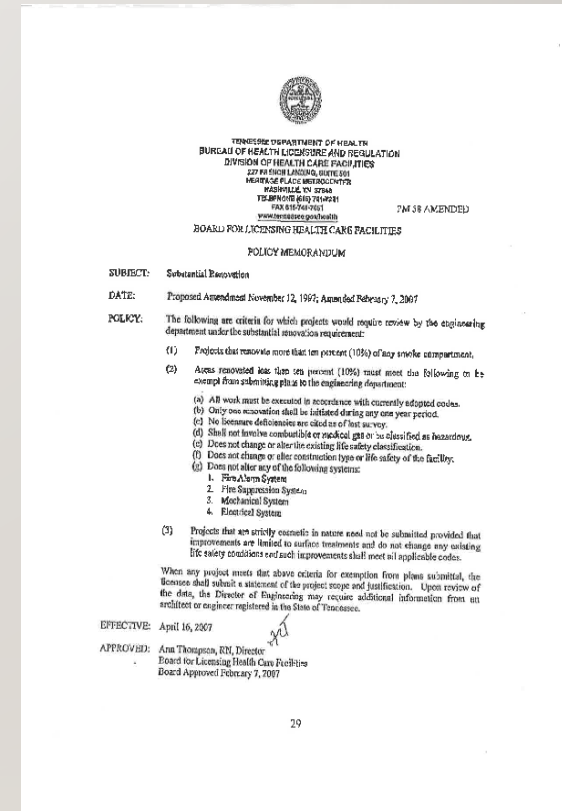
The Rules & Regs for all facilities licensed by HFC contain the following rule within the Building Standards section. The following rule for hospitals has been provided as an example:

No new hospital shall be constructed, nor shall major alterations be made to an existing hospital without prior written approval of the department, and unless in accordance with plans and specifications approved in advance by the department. Before any new hospital is licensed or before any alteration or expansion of a licensed hospital can be approved, the applicant must furnish two (2) complete sets of plans and specifications to the department, together with fees and other information as required. Plans and specifications for new construction and major renovations, other than minor alterations not affecting fire and life safety or functional issues, shall be prepared by or under the direction of a licensed architect and/or a licensed engineer and in accordance with the rules of the Board of Architectural and Engineering Examiners. [Rule & Regs 0720-14-.08(5)]

WHAT CATEGORY SHOULD BE SELECTED?

Board for licensing Health Care Facilities Policy Memorandum #58 outlines the criteria for which projects would be required to be submitted for review:

1. New facilities and projects that renovate more than 10% of any smoke compartment. (Major)
2. Areas renovated less than 10% of any smoke compartment. (Minor)
3. Projects that are strictly cosmetic in nature need not be submitted, provided that improvements are limited to surface treatments and do not change and existing life safety conditions and such improvements shall meet all applicable codes. (No Review)



MINOR RENOVATION

- ❖ All work must be executed in accordance with currently adopted codes.
- ❖ Only one renovation shall be initiated during any one-year period.
- ❖ No licensure deficiencies are cited as of last survey.
- ❖ Shall not involve combustible or medical gas or be classified as hazardous.
- ❖ Does not change or alter the existing life safety classification.
- ❖ Does not change or alter construction type or life safety of the facility.
- ❖ Does not alter any of the following systems:
 1. Fire alarm system
 2. Fire suppression system
 3. Mechanical system
 4. Electrical system

WHERE DO I GO TO SUBMIT PLANS ELECTRONICALLY?

<https://apps.tn.gov/tnhcf/>

PLANS REVIEW SUBMITTAL PORTAL

The screenshot shows the homepage of the TN Department of Health's Plans Review Submittal Portal. The header features the TN logo and the text 'Department of Health'. Below the header, a welcome message reads 'WELCOME TO HEALTH CARE FACILITIES ENGINEERING PLANS REVIEW SUBMITTAL PORTAL'. The main content area is divided into two columns. The left column contains two sections: 'Returning Users' with a 'Welcome back.' message and buttons for 'Go to Log In' and 'Check Project Status'; and 'New Users' with a 'New users must register.' message and a 'Register' button. The right column contains two sections: 'What You Can Do' with a checkmark icon and a list of actions including 'Submit Plans Review Submittal Information and Plans', 'Request a No Review Letter', 'Submit Additional Information on an Existing Project', 'Calculate fees due', 'Make review fee submittal payments', and 'Check project status', along with a link to 'See Example Pages'; and 'What You Will Need' with a document icon and a list of requirements including 'Architect & Engineering license: check license now =' and 'Electronic version of your document (acceptable formats only)'.

TN Department of Health

WELCOME TO HEALTH CARE FACILITIES ENGINEERING PLANS REVIEW SUBMITTAL PORTAL

Returning Users
Welcome back.

[Go to Log In](#)

[Check Project Status](#)

New Users
New users must register.

[Register](#)

✓ **What You Can Do**

[Submit Plans Review Submittal Information and Plans](#)

[Request a No Review Letter](#)

[Submit Additional Information on an Existing Project](#)

[Calculate fees due](#)

[Make review fee submittal payments](#)

[Check project status](#)

[See Example Pages](#)

What You Will Need

[Architect & Engineering license: check license now =](#)

[Electronic version of your document \(acceptable formats only\)](#)

PLANS REVIEW E-PORTAL

USER ACCESS SECTIONS:

1. New Users
2. Returning Users

HELP SECTIONS:

3. What You Can Do
4. What You Will Need
5. Application Help and Contact

WELCOME TO HEALTH CARE FACILITIES ENGINEERING PLANS REVIEW SUBMITTAL PORTAL

2

Returning Users
Welcome back.

Go to Log In

Check Project Status

1

New Users
New users must register.

Register

3

What You Can Do

Submit Plans Review Submittal Information and Plans

Request a No Review Letter

Submit Additional Information on an Existing Project

Calculate fees due

Make review fee submittal payments

Check project status

[See Example Pages](#)

4

What You Will Need

Architect & Engineering license: [check license now »](#)

Electronic version of your document (acceptable formats only)

5

Help and FAQs Privacy Statement Contact Us

The screenshot shows a web portal interface with a dark blue header and footer. The main content area is white. The 'Returning Users' section is highlighted with a red border and a '2' callout. The 'New Users' section is highlighted with a red border and a '1' callout. The 'What You Can Do' section is highlighted with a green border and a '3' callout. The 'What You Will Need' section is highlighted with a green border and a '4' callout. The footer contains three links: 'Help and FAQs', 'Privacy Statement', and 'Contact Us', with a '5' callout above them.

FIRE & BUILDING INSPECTIONS

FIRE & BUILDING CODE INSPECTORS

Fire & Building Code Inspection Manager

Colby Henson – 615-806-4798

Middle TN Region

Britni Haun (Supervisor) - 615-762-8942

Alex Warner - 615-483-9742

Brandon Owen – 615-487-0819

Richard Read - 615-906-0504

East TN Region

Stuart Hurwitz (Supervisor) - 865-320-8922

Dustin Phillips - 865-320-8921

Tim Watson - 865-333-9036

Craig Malone - 865-801-5123

West TN Region

Brandon Maness (Supervisor) - 731-571-1303

Adam Price - 615-788-4732

Wanda Browning - 731-571-0313

Clayton Sikes - 615-218-3938

PRECONSTRUCTION MEETING

- ❖ We offer a preconstruction meeting for new projects.
- ❖ General contractor, subcontractors, architect and owner's representative should attend the meeting.
- ❖ The meeting will cover:
 - What progress inspections are needed
 - Scheduling progress inspections
 - Most common inspection deficiencies
 - Final inspection

PROGRESS INSPECTIONS

- ❖ Progress inspections shall be scheduled 10 days prior to the inspection.
- ❖ General contractor shall inspect areas prior to inspections (inspectors are not on site to conduct a punch list).
- ❖ An exit conference will be conducted after each progress inspection and a progress inspection report will be emailed within 5 working days to the general contractor and facility owner.

COMMON INSPECTION DEFICIENCIES

- ❖ Work being conducted with **NO** approved plans on site.
- ❖ Underground fire supply line covered up before inspection
- ❖ Firestopping
- ❖ Not following approved plans or submitting changes.
- ❖ Phasing plan not available and/or not knowing phases shall be completed in order.
- ❖ Requesting a final inspection when CD has not been submitted or completed.

FINAL INSPECTION

- ❖ CD must be submitted and approved 30 days prior of final inspection.
- ❖ CD must contain all as built approved plans with all approved changes.
- ❖ Fire Safety final inspection is part 1 of 2.
- ❖ The facility owner must submit a request (letter) to the HFC Regional Administrator requesting the health inspection (nurse) for the final inspection.

FINAL INSPECTION DOCUMENTATION CHECKLIST

Final Inspection Documentation Checklist*			
Item	Yes	No	N/A
1. Certificate of Occupancy	_____	_____	_____
2. Sprinkler System (Aboveground)	_____	_____	_____
Sprinkler System (Underground)	_____	_____	_____
Sprinkler Inspection/Test Contract	_____	_____	_____
3. Fire Alarm Certification	_____	_____	_____
4. Fire Stopping Systems	_____	_____	_____
5. Fire Damper, Fire/Smoke Damper Test	_____	_____	_____
6. Nurse Call Certification	_____	_____	_____
7. Med-Gas Certification	_____	_____	_____
8. Generator Certification	_____	_____	_____
9. Interior Finish, Contents & Furnishings Certifications	_____	_____	_____
10. Electrical Approval	_____	_____	_____
11. Elevator Test Certificate	_____	_____	_____
12. Air Balance Report	_____	_____	_____
13. Boiler Test Certificate	_____	_____	_____
14. Hood System Certification	_____	_____	_____
15. Disaster Preparedness Plan	_____	_____	_____
16. Special Inspection Reports	_____	_____	_____
17. Copies of Documents for Facility	_____	_____	_____
a. NFPA 25	_____	_____	_____
b. Kitchen Hood ANSUL System Manual	_____	_____	_____
c. Generator Manual	_____	_____	_____
d. Fire Alarm Manual, Drawings/Software	_____	_____	_____
e. Fire Extinguisher Instruction Manual	_____	_____	_____

* CD/ROM MUST BE SUBMITTED AND APPROVED 30 DAYS PRIOR TO THE FINAL INSPECTION.

Revised 3/11/2021

ADDITIONAL RESOURCES

- ❖ Board for Licensing Health Care Facilities Rules and Regulations

<https://publications.tnsosfiles.com/rules/0720/0720.htm>

- ❖ Plans Review

<https://www.tn.gov/hsda/health-care-facilities/hcf-main/plans-review.html>

- ❖ Interpretative Guidelines

https://www.tn.gov/content/dam/tn/health/healthprofboards/hcf/Interpretive_Guidelines.pdf

- ❖ Centers for Medicare & Medicaid Services

<https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Internet-Only-Manuals-IOMs-Items/CMS1201984>

QUESTIONS?

