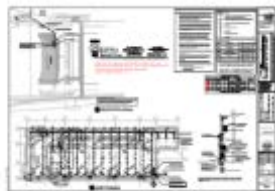


## Fire Permit Submittal Document Guidelines

- 1. File Drawing Style:** Plans shall be drawn using black line styles to reduce file size. Colored pens are discouraged because plan review markups are also in color. Each page shall be numbered (Page 1, Page 2, A1, A2, etc.), ideally in the lower right hand corner. This is important so that resubmitted/revised sheets may be inserted properly.
- 2. File Scale:** Plans shall be drawn and saved "To Scale" and the scale identified on each sheet and detail. This ensures proper measuring of lines and areas during the electronic review. Minimum sheet size is 11 inches by 17 inches for new residential and 8-1/2 inches by 11 inches for minor remodeling or decks.
- 3. File Sizes:** The maximum file size that can be uploaded at one time currently is less than 30 MB. Files over this size should be separated into multiple submissions.
- 4. File Orientation:** Be sure to check that all pages are properly oriented right side up, not sideways or upside down, so that the documents can be viewed without rotation. Failure to submit correctly oriented plans will result in an 'Incomplete Submittal' status on the submittal, which will delay the plan review. Plan sets should be oriented in the same manner i.e. all landscape or all portrait
- 5. File Analyzer:** Files can be analyzed through [PDF Scout](#) This program will analyze the file to insure it is compatible with our plan review software.

Example of results of plans reviewed by PDF Scout. This is an acceptable result.



- ✓ This file is accessible.
- ✓ This pdf version is okay.
- ✓ This file has no attachments.
- ✓ attachment
- ✓ This file size is okay.
- ✓ All pages have the same orientation.
- ⚠ Unexpected annotations in pages  
["Page 1: Stamp x2, FreeText x1, "1"]
- ✓ All pages are readable.
- ✓ This file has good resolution.

- 6. File Encryption:** Do not submit password protected or encrypted (locked) documents, they will be rejected.
- 7. File Scanning:** Scanned files are acceptable, but must meet all other submittal requirements listed above. When scanning, be sure to properly align edges on the scanning bed so that the pages are not skewed (requirement #5 above). Scanning files can cause page sizes to vary, make sure that all pages are uniform before submitting the file.
- 8. File Naming:** Name each file using the appropriate filename prefix from the table below followed by an underscore character (\_) and a description.
- 9. Submitting Revisions and/or Corrected Plans:** For revisions to the originally submitted documents: provide a revised file name instead of reusing the original filename. If additional revisions are required,

continue to use this revised file name for subsequent resubmittal cycles until such time that a plan review report with the marked up documents is issued. Revised plan sample file name BuildingNamePLANSrevised.

If you have been asked to resubmit corrected plans, do not re-order, extract or insert pages in the middle of your corrected plan sets. This ensures that the plan review comments and sketches are properly carried forward to the newer submittals version by the electronic plan review software, resulting in a more accurate, expedited review.

- Place new pages at the end of the corrected plan set document.
- Do not use the document that was sent out with stamps/comments on it.
- Do not re-order the pages within the document.
- When removing a page, replace it with a blank page stating 'DELETED SHEET' across it.
- Rearranging, extracting, or inserting pages out of order will result in delays for completing your plan review. If new revised pages are created in addition to the original pages they shall be inserted at the end of the plan set.

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Permit applications will need to be "complete" prior to being accepted and reviewed within the system. The following informational items will be required in order to process a permit as complete:

#### General Application

- Email contact information for the permit applicant/designer
- Correct address for work location
- Building Permit number for projects that have required building permits
- Shop drawings or a project scoping letter

#### Scoping Letters vs. Shop Drawings

A change to our historical process is the requirement for a scoping letter to help document smaller projects or minor remodels. The intent of the scoping letter is to better document these smaller projects without needing to produce full shop drawings. Additionally, it will help us understand what is and is not in the project scope for both review and inspection purposes. Scoping letters will still need to be accompanied by product/material cut-sheets as part of the application. Failure to provide this may result in a rejected application and resubmission depending on product scope.

The scoping letters will be reviewed as any other plan sets are. If during the review it is determined that project is of significant size or scope, then shop drawings may be required. The applicant will be contact via email and further instruction will be provided.

\*Projects involving Mayo properties and associated work orders may submit a scoping letter with the project number detailed in the body of the letter for review.

#### Scoping letter requirements

- Drafted on company letterhead
- Detailed description of work being performed to include location
- Signed by company designer/project engineer
- Copy of hydraulic/voltage drop calculations maybe required based on the scope of the project

- Material product cut-sheets from manufacturer or vendor

### Shop Drawings

- Floor plan indicating the use of all rooms
- Location of devices/sprinkler layout
- Candela ratings for alarm devices
- Locations of fire alarm control unit, sprinkler risers, standpipes, control valves, NAC power supplies, annunciators
- Battery calculations, voltage drop calculations, hydraulic calculations
- Ceiling heights and construction type
- Fire safety control function matrix (input/output matrix)

The above lists are not considered all-inclusive but are designed to help ensure that projects can be reviewed in a timely fashion with only one submittal.

We believe these changes will help us better manage the permit process from application to review and finally to inspection. We also feel these changes will improve our communication abilities with the contracting community and produce a better final result.

Contact us at [firemarshalsoffice@rochestermn.gov](mailto:firemarshalsoffice@rochestermn.gov) or at 507-328-2800 with questions or to review the process.