



Plan Submittal Checklist Plans submittal requires the following information. This check list is provided as a submittal aid only and is not intended to cover every code requirement.

Drawing shall include as a minimum:

Title block including the following:

- Permit Number (if known – when assigned)
- Project Name
- Project Address
- Contractor Name, Address and License Number
- Drawn by Scale
- Date North Arrow Legend
- Floor plans drawn to a common scale
- At least one reference dimension for scale verification (This is necessary for measuring circuit-run lengths on drawings on reproduced drawings).

Place the following applicable notes on plans to identify:

- “Authority Having Jurisdiction”
- “Design-in-accordance-with code and code date”
- System type and design

Provide a separate sheet or drawing showing:

- Circuit-wiring (not conduit) diagrams for both the initiation and annunciation circuits
- Multiple circuit paths on the same wire run are not acceptable.
- Additional drawings may be required for systems such as some control fire-fighter phones, or speakers for evacuation.
- Simple site map inset showing building site in relation to relevant street(s) and indicates the main entrance

Provide sequences of operations on drawings.

- Systems designer shall provide seal and signature.
- Drawing size shall be no more than 36 inches high and no width restrictions
- Plans shall be drawn to scale on clean floor plans that identify the use of each room. (Electrical or other busy architectural plans will not be submitted.)

Specification submittals shall include:

- Brief descriptions of the system design, operation, and reset functions.
- Pipe specification
- Head type and design features

- When indicating the equipment used in the specifications book, use arrow to identify the model or part

List of materials and quantities:

- Manufacturer's product information sheets (Technical Bulletins) that include design parameter's and power requirements;
- Riser Diagram (COMPLETE RISER DIAGRAM);

The submittal must contain:

- One submittal specification manual or detail specifications
- Copy of state license
- Flow calculations with RME name, signature and/or seal

The submittal book/drawing should contain:

- System design description with sequence of operations.
- Manufacturer's product Information sheets
- Backflow protection type/size and restriction