

# PLAN SUBMITTAL CHECKLIST

The following checklists are provided as a GUIDE to the applicant regarding the minimum information required on Fire Protection System plans. These lists are not intended to illustrate the only requirements but rather to highlight the common items and the requirements therein.

## Automatic Sprinkler System

- \_\_\_ The approved address of the location (Number, Street Name, Suit #)
- \_\_\_ The stamp or signature, license number and contact information of the design professional (Minimum NICET III, IV or P.E.)
- \_\_\_ An illustration of the location of the work within the overall site, or building.
- \_\_\_ Description of the 'Scope of Work' and clear illustration of the area not included.
- \_\_\_ Building floor plan (to scale) indicating size, type and location of rooms and building components including fire walls, partitions, ceilings, stairs, concealed or non-combustible spaces, building equipment (obstructions), and other related items.
- \_\_\_ Hazard classification including commodity classification and storage arrangement (type, height, fixed or rack, aisle spacing and flue space if applicable). An attached letter or paragraph format may be most effective.
- \_\_\_ The type, location and size of all piping, valves, sprinklers and other components.
- \_\_\_ The sprinkler legend shall provide the following information: type, symbol, SIM, temperature classifications, orifice size, K-factor, manufacturer and quantity.
- \_\_\_ Details (including all devices such as risers and valves, backflow prevention, pumps and FDC interconnection).
- \_\_\_ Hydraulic calcs and illustration of calc-plates where required by NFPA 13.
- \_\_\_ For modifications or additions, the original design information including remote area, design density, hazard classification, system type, etc.
- \_\_\_ Capacities and pressure settings (normal, alarm, high, low, etc.) for dry or pre-action systems.
- \_\_\_ Indicate the latest water supply data available from the City of Oshkosh Water Utility at 920 232-5336.
- \_\_\_ Equipment cut-sheets and specifications for ALL components.

## Fire Alarm System

- \_\_\_ The approved address of the location (Number, Street Name, Suit #)
- \_\_\_ The stamp or signature, license number and contact information of the design professional (Minimum NICET III, IV or P.E.)
- \_\_\_ An illustration of the location of the work within the overall site, complex or building.
- \_\_\_ The 'Scope of Work' being performed (including the number of devices).
- \_\_\_ Building floor plan (to scale) indicating size, type and location of rooms and building components including fire walls, partitions, ceilings, stairs, concealed or non-combustible spaces, building equipment (obstructions), and other related items.
- \_\_\_ The type and location of ALL devices (include the height from the finished floor where applicable).
- \_\_\_ The method, listing and contact information of the system supervision per NFPA 72.
- \_\_\_ Identification of the system zones (fire alarm zones must be coordinated with sprinkler zones).
- \_\_\_ A component wiring riser diagram and wiring runs illustrated on the plans.
- \_\_\_ Complete battery and voltage drop calculations for ALL applicable devices.
- \_\_\_ A sequence of operations matrix illustrating the function of all initiating devices or other components and the related action or interface with other building systems.
- \_\_\_ Equipment cut-sheets and specifications for ALL components.

## Alternative Extinguishing System

- \_\_\_ The approved address of the location (Number, Street Name, Suite Number).
- \_\_\_ The stamp or signature, license number and contact information of the design professional.
- \_\_\_ An illustration of the location of the work within the overall site, complex or building.
- \_\_\_ Description of the 'Scope of Work' and clear illustration of the areas not included.
- \_\_\_ Building floor plan (to scale) indicating the type, location and size of all piping, nozzles and other components. Include the details and dimensions of the room or area and the appliance or equipment protected. Isometric and/or elevation views may be required.
- \_\_\_ The type, location, quantity and function of detecting devices (fusible links, detectors, etc) including temperature classifications.
- \_\_\_ The type and quantity of extinguishing agent with the corresponding calculations or equipment cut sheets to determine agent quantity.
- \_\_\_ The location and type of all alarms, manual actuation devices, means of egress and portable fire extinguishers.
- \_\_\_ The method of utility (electric, gas, etc) shut down and system interconnection to the associated equipment, exhaust fans, and building fire alarm system.

## Underground Fire Line or Standpipe System

- \_\_\_ The approved address of the location (Number, Street Name, Suite Number).
- \_\_\_ The stamp or signature, license number and contact information of the design professional.
- \_\_\_ An illustration of the location of the work within the overall site, complex or building.
- \_\_\_ Description of the 'Scope of Work' and clear illustration of the areas not included.
- \_\_\_ A site or building plan (to scale) indicating the location, type and size of all piping and valves.
- \_\_\_ Any design details for valve arrangements, fire department connections of signage.
- \_\_\_ The depth of cover and change in elevation of piping.
- \_\_\_ Any construction specifications notes including wrapping of pipe, pipe restraints, thrust blocks, etc.
- \_\_\_ Equipment cut-sheets and specification for ALL components.

## Other Fire or Life Safety System

- \_\_\_ The approved address of the location (Number, Street Name, Suite Number).
- \_\_\_ The stamp or signature, license number and contact information of the design professional.
- \_\_\_ An illustration of the location of the work within the overall site, complex or building.
- \_\_\_ Description of the 'Scope of Work' and clear illustration of the areas not included.
- \_\_\_ Building floor plan (to scale) indicating size, type and location of rooms and building components including fire walls, partitions, ceilings, stairs, concealed or non-combustible spaces, building equipment and other related items.
- \_\_\_ The type, location, quantity and function of all devices or system components.
- \_\_\_ Equipment cut-sheets and specifications for ALL components.

## SIGNATURE

I hereby certify that the design documents submitted complies with the above checklist and the following IBC, IFC and NFPA Standards.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_