

# Community Risk Reduction Division

## Electronic Plan Review Requirements

This guide provides the requirements and process for electronic submittal and review of plans for permitting in the Arvada Fire Protection District.



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## INTRODUCTION

To streamline the plan submittal process, reduce paper waste and reduce expense and inconvenience of printing and shipping copies of documents, the Arvada Fire Protection District (AFPD), has developed an Electronic Plan Review (ePR) program. ePR will allow more efficient reviews by AFPD staff which should reduce review turnaround times and will support a consolidated corrections list that can be used to track and respond to comments. It will also facilitate more comprehensive plan review comments as well as providing feedback on areas where submittals need correction or focus.

Applicants must coordinate and organize their submittal package into bookmarked PDF files arranged in the manner described in this document. Please use the following instructions to prepare your documents for ePR, ePR submittal, and ePR. **Note: that plans, supplemental documents/attachments, and re-submittals have different plan preparation and submittal requirements.**

## PLAN PREPARATION AND REQUIREMENTS PRIOR TO SUBMITTAL

### Initial Plans and Plan Sets

Each 'Plan' (or 'Plan set') must be saved in PDF format. Please flatten the drawing layers in your CAD program before creating the PDF. Pages must be straight, and clear with no streaks; sheets must be contrasting with background and not too light or dark. PDF bookmarks of each sheet are required and bookmark names must include the plan sheet number and sheet title.

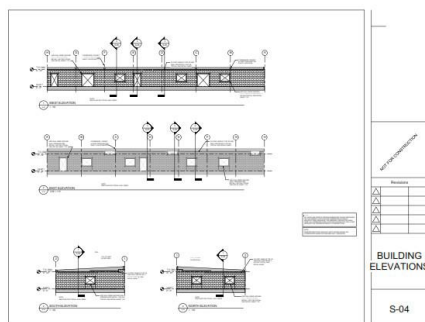
For all plan review projects, create a single PDF document and name the files in the following manner; "review" underscore, "plans" underscore, "date of submission":

#### Project filename requirements

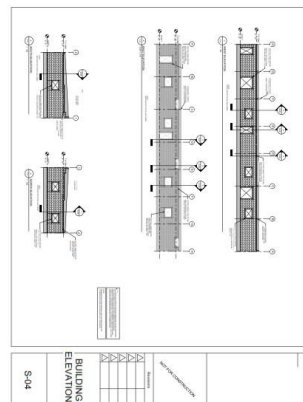
1<sup>st</sup> Review\_Plans\_Date

**File names must follow the File naming convention as described in this document.** Only the designated file naming convention will be accepted – do not deviate. Maintaining consistent filenames will help to avoid returns and will expedite the review process.

Submitted plans must all be properly oriented, meaning face up, not sideways or upside down, so that the document can be viewed without rotating it. PDF documents should not be rotated after they are created by your CAD program unless the file metadata start coordinates 0,0 have been reset to bottom-left. Failure to submit correctly oriented plans will result in the submittal being returned, which will delay the review.



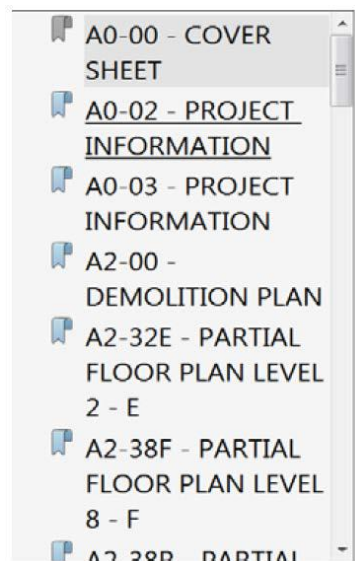
**CORRECT**



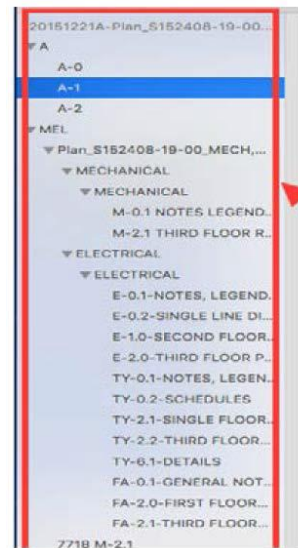
**NOT CORRECT**

**Alignment:** Plan drawings must be created in your CAD program so that drawing perimeters ‘line up’ exactly when overlaid electronically. Overlays are used to compare the differences between plans. Revised/corrected plans must ‘line up’ with the original submittal to facilitate comparing versions electronically. Plans must be saved at ‘full size’ and “to-scale” (100%) to ensure proper measuring of lines and areas electronically. Please do not submit password protected or locked documents.

Paper plans scanned from a photocopy to PDF format *are acceptable*, but should be clearly legible and follow the same rules above, including scale. PDF-compliant with the origin point for the coordinate system located at the bottom-left corner of the document is required. Bookmarks: Each sheet must be provided with bookmarks that list the sheet number and sheet title. Bookmarks must not be created in folders and subfolders:



**CORRECT**



**NOT CORRECT**

**Digital Stamps:** To facilitate digital stamping a 3” x 4” AFD Approval Stamp Space is required on the cover sheet. This space must be in the proximity of the right edge of the sheet, within or immediately adjacent to the overall title block area.

Initial Supplemental Documents

Supplemental documents or attachments consist of any files that are not CAD plans. These may include Specifications, Hydraulic Calculations, Product Data Sheets, Reference Information, etc. These must also be submitted in *PDF format* name the files in the following manner: “*review number*” *underscore*, “*Specs*” *underscore*, “*date of submission*” as the filename.

Document Type	Submitted filenames w/ document code
Specifications	1 <sup>st</sup> Review_Specs_Date
Calculations	1 <sup>st</sup> Review_Calcs_Date
Product Data Sheets	1 <sup>st</sup> Review_Data Sheets_Date
Reference Information	1 <sup>st</sup> Review_Reference_Date

Revisions/Corrected/Updated Documents

The entire set of plans must be submitted for review and approval. Do not resubmit only the corrected sheets, and maintain and update bookmarks on each sheet. Changes in construction documents by submission of revised construction documents shall identify those changes by "clouding" with revision tracking number. The architect, engineer, or designer must also provide a written response to all comments; the written response must include a description and a location of the corrections made to the

construction documents and must be submitted with corrected plans. Use the defined AFPD naming convention (shown below). Maintaining consistent filenames will expedite the review process.

DO NOT *reorder*, *extract* or *insert* pages in your corrected plans. For example, if a 4-page set of construction plans was returned to you for corrections, resubmit a 4-page set of corrected construction plans in the same page order. If, in response to comments additional plan sheets are required, indicate the sheet number in the response letter. Rearranging, extracting or inserting pages out of order will cause delays in completing your plan review.

If a plan sheet is *deleted*, revised/corrected plans must include a blank page placeholder in place of the deleted sheet with the words “DELETED SHEET” included on the page.

Below are examples of how the 1st Submittal files should be named and how subsequent re-submittal should be named. **Re-submitted drawings are not submitted through the application page on the AFPD website, these files shall be dropped in the project folder provided at the beginning of the project.**

1 <sup>st</sup> Submittal Filename (Original)	2 <sup>nd</sup> , 3 <sup>rd</sup> , ... Submittal Filenames (Revisions)
1 <sup>st</sup> Review_Plan_Date	2 <sup>nd</sup> Review_Plans_Date
1 <sup>st</sup> Review_Specs_Date	2 <sup>nd</sup> Review_Specs_Date
1 <sup>st</sup> Review_Calcs_Date	2 <sup>nd</sup> Review_Calcs_Date

Corrected specifications must be a complete set – not just the pages that were corrected. The specifications must be a single PDF file. Required professional stamps and signatures must appear on the 1st or 2nd page. Please include space for the AFPD digital approval stamp. When additional specification sections are added after originals are reviewed by AFPD, the new specifications must be identified in the written responses to comments.

Calculations must all be included in a single PDF file and must be bookmarked when more than one calculation is included in the file. When additional calculations are added after originals are reviewed by AFPD, the new calculations must be identified in the written responses to comments.

### **Why is this important?**

Resubmitting the pages in the original page order with the proper filenames ensures that the Plan Reviewers review comments and redlines are properly carried forward to the newer submittal/version by the ePR software. This allows for more accurate document reviews and allows the entire review process to be expedited.

### **ePLAN REVIEW PROCESS**

ePlans are to be submitted online through the Contractor Permit Portal of Mobile Eyes. In order to submit ePlans, it is required to set up an account in Mobile Eyes. Detailed instructions on creating a contractor account and how to submit ePlans can be found at: [http://cms6.revize.com/revize/arvadafpd/codes\\_and\\_amp\\_permits/electronic\\_plan\\_review.php](http://cms6.revize.com/revize/arvadafpd/codes_and_amp_permits/electronic_plan_review.php). **If the plans do not meet the requirements for plan preparation and/or the application is incomplete, the submittal will be returned to the applicant for correction and re-submittal.** The plans will be reviewed in the order that they are accepted, which will take approximately two weeks for review and AFPD does not conduct expedited plan reviews.

### **AFPD ePlan Reviews**

AFPD will review the plans for conformance with the applicable codes and standards for the submitted project. Each review will result in one of two outcomes:

- Not Approved – for plans Not Approved the assigned AFD plan reviewer will provide a comment letter and redline drawings in the project folder for the applicant to review, revise/correct and re-submit.
  - **Re-submitting plans does not require an additional permit application. After the initial submittal, all document transfer will be done through the project in Mobile Eyes.**
- Approved with Conditions – the AFD plan reviewer will send an invoice to the applicant for payment. Once confirmation of payment is verified, the comment letter, redline drawings and the AFD permit will be placed in the project folder.

Once the reviewed plans are Approved with Conditions, an invoice will be issued. This invoice will need to be paid prior to the release of the plan review comments, approved drawings and permit. Once you receive an invoice, it can be paid in one of the following manners:

- Contact AFD via telephone at 303-424-3012 and pay using a credit card, or,
- Pay in person at the AFD Headquarters located at **7903 Allison Way, Arvada, CO 80005** and pay using a credit card or check. Please make checks payable to: **Arvada Fire Protection District.**

#### ON-SITE REQUIREMENTS FOR EPR DOCUMENTS

A hard-copy of the Permit and AFD comment letter shall be maintained on-site at all times. The AFD will not require a stamped hard-copy of the approved plans to be on-site. Rather, the approved plans shall be accessible on-site through electronic means. Upon request, the electronic plans shall be provided for review. If electronic means are not available on-site, it will be the responsibility of the applicant to print a hard-copy of the stamped approved plans to be maintained on-site for the duration of the project.

## APPENDIX

**Building Addition Permit:** This permit type is for projects that are adding square footage and is physically attached to an existing structure.

**New Building Permit:** This permit type is for projects that are constructing a wholly new structure(s), independent from other buildings.

**Tenant Finish Permit:** This permit type is for projects being conducted in existing buildings that affects the interior layout of the structure. This does not include any exterior modifications.

**Access Control Permit:** The addition of selective restriction of access to a tenant space or building.

**Radio Alarm Transmitter Permit:** This permit type is for the installation of a system that fire alarm signals are transmitted from a Radio Alarm Transmitter through a radio channel to two or more radio alarm repeater station receivers and that are annunciated by a radio alarm supervising station receiver located at the supervising station.

**Hazardous Materials Permit:** This permit type includes the installation of Above- and Under-Ground Storage Tanks, or the introduction and/or change in quantity of Hazardous Materials within an existing tenant space that exceeds Maximum Allowable Quantities.

**AST/UST Removal Permit:** This permit type includes the removal of Above- and Underground Storage Tanks.

**Fire Sprinkler System - New:** This permit type is for the installation of a fire sprinkler system in an existing space that previously did not have a sprinkler system or a new installation in a building being constructed.

**Fire Sprinkler System - TI:** This permit type is for the modification of an existing fire sprinkler system due to tenant finish, or the extension of an existing fire sprinkler system to a new tenant space that was not previously sprinklered. This is to include building additions that does not require the installation of a new zone.

**Standpipe System:** This permit type is for the new installation or modification to an existing standpipe system. If the standpipe is part of a combination fire sprinkler/standpipe system, the standpipe does not have to be submitted separately, it can be included in the New Fire Sprinkler System permit type.

**Fire Pump Permit:** This permit type is for the new installation or modification of an existing fire pump.

**Kitchen Hood Suppression System Permit:** This permit type is for the new installation or modification of an existing system protecting a commercial cooking operation or a residential cooking operation in occupancy group I-2 Condition 1 uses.

**Dry Chemical Suppression System Permit:** This permit type is for the new installation or modification of an existing dry chemical suppression systems installed in accordance with NFPA 17.

**Clean Agent Suppression System Permit:** This permit type is for the new installation or modification of an existing clean agent suppression systems installed in accordance with NFPA 2001.

**Fire Alarm System - New:** This permit type is for the installation of a fire alarm system in an existing space that previously did not have a fire alarm system or a new installation in a building being constructed.

**Fire Alarm System - TI:** This permit type is for the modification of an existing fire alarm system due to tenant finish, or the extension of an existing fire alarm system to a new tenant space that was not previously protected. This is to include building additions that does not require the installation of a new fire alarm panel.