

Electronic Plan Review

Scope of Program:

Effective the November 1, 2016, the City of Plano Fire Department will begin electronic review for construction projects. Plans may be submitted in the written form as in the past or with electronic submittals as specified below.

Submittal Requirements:

Option 1 Paper Plan Submittal:

The plan (paper) submittal shall include all required information and the full scope of the permit issued by the Building Inspections Department. At a minimum the following information is needed:

- A completed Fire Department Submittal form.
- Three sets of rolled plans (24 – inch x 36 – inch) and one submittal/specification book.
- One manufactures data book with fire alarm or sprinkler calculations as detailed in our submittal guidebook. Fire alarm plans must include battery calculations and voltage drop calculations for the effected circuit.

Option 2 Electronic Plan Submittal:

Plan (Electronic) submittal shall include all information and scope for the entire permit as pulled through the Building Inspections Department. The electronic version need to be in .pdf format. At a minimum the following information is needed:

- One completed Fire Department Submittal form with applicable information.
- One set of rolled plans (24 – inch x 36 – inch).
- One CD blank for us to burn the markups onto for return.
- One CD with submittal information. A thumb drive with sufficient capacity is acceptable instead of CD.
 - Include one PDF document for the blueprints of the design
 - Include one PDF of the manufactures data book with fire alarm or sprinkler calculations as detailed in our submittal guidebook.
 - Include one PDF for each calculated area.

Please be sure the file names are appropriate for identification and review of the file. Please use the following format:

Address _ Permit #_ Project Name _ Brief Description
1901 Ave. K_ 16-12342_ Plano Fire Department _ Sprinkler Blueprint

At this time, we will not accept emailed plans but are working on direct submittal for the future.

Once your plans have been reviewed, we will call the contact shown on the submittal form for pickup of the document that will be burned on the CD for your records. You will need to print a copy of the approved drawings to have on site for the inspection. Be sure the printed version is readable for the inspector (typically 24” x 36”).