



Plan Review Submittal Process

Architects & Engineers or *Operations & Maintenance* will deliver a submittal containing the following elements to UCDFD reception, which will be checked for required elements within 3 business days and logged in by Fire Prevention staff.

- **General Submittal:**

- [Letter of Transmittal](#) completely filled out.
- 1 Set of 1/2-sized sheet Plans for UCDFD File Copy. **Unless specifically requested by plan reviewer, all full sheet sets of drawings for general submittals will be returned without review.**
- Specifications on a Compact Disc only. **Unless specifically requested by the plan reviewer, hard copies of specifications will be returned without review.**
- Document with answers to previous plan review comments from UCDFD plan reviewer.
 - **EXCEPTION:** Bid documents coming directly from Reprographics are not required to have a Letter of Transmittal, as long as the Fire Department is notified before they arrive.

- **Fire Alarm Submittals:**

- [Letter of Transmittal](#) completely filled out.
- 2 sets of full sized plans.
- 2 sets of material data submittal.
 - [Link to Fire Alarm Plan Review Submittal Requirements](#)

- **Fire Sprinkler Submittals:**

- Letter of Transmittal completely filled out.
- 2 sets of full sized plans.
- 2 sets of material data submittal.
 - [Link to Fire Sprinkler Plan Review Submittal Requirements](#)

- **Underground Fire Line Submittals:**

- [Letter of Transmittal](#) completely filled out.
- 2 sets of full sized plans.
- 2 sets of material data submittal.

Fire Prevention staff will use a checklist to verify appropriate documents are provided with the submittals before forwarding to the assigned plan reviewer. If the submittal is not complete, it will be at the discretion of the Fire Prevention staff to either contact the project assistant to provide appropriate documents, or to return the submittal for completeness. The login date will not be recorded until all required documents are received by UCDFD.