

Lawrence Fire Department ePlan Submittal Requirements

The Lawrence Fire Department requires that **the application types listed below and applied for through the portal have all required documentation including plans submitted electronically at the time of application:**

- Installation or Alteration of a Fire Alarm System
- Installation or Alteration (Repair) of Special Suppression Systems on a Sprinkler Application

Technical ePlan Submittal Requirements

Below are the technical requirements for acceptable ePlan submittal to be included in all of the above application types followed by additional requirements based solely on application type.

- All documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Pro DC (pdfs created in Acrobat versions 7 and above should be fine)
 - Plans should be submitted as a single bookmarked document with a cover sheet detailing all sheets in the set. Only sheets included in the submitted set should be included in the index.
 - Each sheet shall be named in a way so the reviewer can quickly move from sheet to sheet
 - All sheets shall be oriented so that the top of the page is always at the top of the computer monitor
- ePlans must be submitted as direct .dwg→.pdf conversions. Do not submit scanned documents. For help converting AutoCAD drawings to PDF, refer to this video: <https://www.youtube.com/watch?v=79VT6xBm01E>. BFD reserves the right to reject blurry or otherwise unclear plans.
- Plot the plans to a 24"x 36" sheet using a 1/4"=1' or 1/8" = 1' scale as appropriate and ensure the design professional has sealed and signed them. If the design professional prefers to use a digital certificate to sign their electronic plans, please be advised that the document must not be locked upon signing.
- Plan review corrections will need to be resubmitted in the same format as the original submission.
- PLEASE NOTE - size limit on attachments (file) is 40 MB.

General Content Requirements

****Content requirements are the same regardless of format (electronic vs. paper)****

1. On the far right hand side plans should include the following: • The property address for which the permit is being requested

- Engineering Calculations as necessary for completion of the proposed design
- Stamped approval from the Fire Protection Engineer or Architect • Stamp must include their seal and signature

• If plans are prepared by the license contractor • The licensed contractor signing the plans must include the contractor's license number

2. On each drawing sheet a 3"x 24" area located in the upper right corner and adjacent to the title block shall be left empty for the placement of the Plans Examination Engineer's approval stamp.

3. All plans shall include an equipment legend.

4. Approved plans will need to be printed by the applicant to have on the job site.

Additional Content Requirements for Fire Alarm Permit Application Plan Submittal

Plans should be Tier II Fire Alarm Plans showing all fire alarm devices and their location with room labels and scale noted

1. Plans should be submitted as a fire alarm layer only; other electrical components should not be shown.
2. Where more than one type of visual appliance is specified, the candela of each should be noted as a subscript to the device on the drawings.
3. Provide necessary information regarding ceiling heights and ceiling construction details.
4. A riser diagram is required for each system.

Additional Content Requirements for Special Suppression System Plan Submittal

A separate fire alarm permit is required for gaseous or clean agent extinguishment systems. To expedite the plan review process, please refer to the information listed below:

For Pre-engineered Commercial Cooking Suppression Systems

To expedite the plan review process, please refer to the information listed below:

1. The plans will be reviewed based on the requirements in NFPA 17A. The following information shall be included on the plans:
 - a. hood dimensions
 - b. exhaust duct perimeter and dimensions
 - c. appliance dimensions and types
 - d. piping schematic
 - e. nozzle type, direction and number
 - f. the location and temperature of the fusible links and/or interface of the fire-extinguishing system detectors
 - g. agent container locations
2. One (1) drawing shall be provided in 3D/Isometric view of the hood, ductwork and protected appliances.
3. A floor plan shall be provided and shall indicate the location of the kitchen hood itself, electrical panel, manual activation device(s), K Class fire extinguisher, exits from the cooking area and suppression system cabinet.

Note: For dry chemical suppression system installations refer to NFPA 17, Section 10, for detailed plan requirements for all designs using dry chemical agent.

For Gaseous or Clean Agent Extinguishing System Permits

To expedite the plan review process, please refer to the information listed below:

For use of Inergen Systems:

1. Floor plans with piping and tank equipment located on drawings. Refer to NFPA 2001, Section 5, for detailed plan requirements.

For use of FM-200, CO₂, Halon Systems:

1. Floor plans for egress review with piping and tank equipment layout.
 - a. Refer to NFPA 12, Section 4, for detailed plan requirements regarding CO₂ systems.
 - b. Refer to NFPA 12A, Section 5, for detailed plan requirements regarding Halon systems.
 - c. Refer to NFPA 2001, Section 5, for detailed plan requirements regarding FM-200 systems, additionally provide the following for total flooding, Class B fires:
 - i. Mechanical drawings and documentation for purge system.
 - ii. Location of emergency breathing apparatus provided to area occupants.