

STATE OF TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE STATE FIRE MARSHAL'S OFFICE DIVISION OF FIRE PREVENTION CODES ENFORCEMENT SECTION 500 James Robertson Pkwy Nashville, TN 37243-1162 (615) 741-7190

Electronic Plans Submittal Preferences

The following preferences are provided to give designers guidance that will assist in the State Fire Marshal's Office (SFMO) reviews of plans. The preferences will benefit both parties by making reviews quicker, resulting in faster approval of the project. With the exception of the File Type, these preferences are encouraged but not mandatory.

File Type: Adobe PDF (mandatory for all documents). Make sure that all PDF's do not contain layers.

File Compression: Individual drawings submitted within a single zipped (compressed) folder are preferred. The zipped folder can then be uploaded to the portal in a single step as document type "Construction Drawings". Please name your zipped file using the Project Name.

Example: "The Cove at Creekwood Park"



By preparing a zipped folder the designer will spend less time uploading individual drawings.

Drawings: Begin the name of the individual drawings PDF file with a sequential number starting with 01 or 001, if more than 100 drawings, in order for Adobe to index the drawings in the same order that they appear on the drawing index. The sequential number should be followed by the actual sheet name.

The following folder shows drawings sequenced to the index of drawings:

e Edit View Favorite	s Tools	Help					
Back 🔹 🕥 - 💋	P	Search 🔀 Fol	ders 🔝 - 📝	7			
ress 🚺 L:\14759 2010-02	2-02-01\2	010-02-02-01_020)22010_1_Cove at Ci	reekwood Park.zip			💌 🔁 Go
al.	-	2001 CVR	🔁 023 A3	7045 AD1	🔁 067 MP4	7089 CVR	111 L2
Folder Tasks		🔁 002 D1	🔁 024 A4	2046 AD2	7068 MP5	1.0 ⊂1	🔁 112 L3
👔 Extract all files		🔁 003 D2	🔁 025 A5	1047 AE1	🔁 069 P1	🔁 091 C2.0	🔁 113 L4
		🔁 004 D3	🔁 026 A6	1048 AE2	🔁 070 P2	7092 C2.1	🔁 114 L5
		🔁 005 D4	🔁 027 A7	🔁 049 AF1	🔁 071 P3	🔁 093 C3.0	🔁 115 L6
Other Places	۲	🔁 006 D5	7028 A8	🔁 050 AF2	🔁 072 P4	🔁 094 C3.1	🔁 116 F.101
	~	🔁 007 LS1	🔁 029 A9	7051 AF3	🔁 073 P5	7095 C3.2	117 F.102
14759 2010-02-02-01		7008 LS2	7030 AB1	7052 AF4	7074 M1	7096 C4.0	7118 F.103
My Documents		🔁 009 LS3	7031 AB2	7053 AG1	7075 M2	7097 C4.1	🔁 119 F.104
· · ·		🔁 010 LS4	🔁 032 AB3	7054 AG2	7076 M3	7098 C4.2	120 F.105
1 My Network Places		1 011 S1	🔁 033 AB4	7055 AG3	7077 M4	7099 C5.0	🔁 121 F.106
		🔁 012 SD1	🔁 034 AB5	7056 AG4	7078 E1	🔁 100 C6.0	122 F.107
Details	*	🔁 013 SD2	🔁 035 AB6	7057 CA1	7079 E2	101 C6.1	🔁 123 F.108
		🔁 014 SD3	🔁 036 AB7	7058 CA2	7080 E3	🔁 102 SP1	🔁 124 F.109
		7015 FA1	🔁 037 AB8	7059 CA3	7081 E4	🔁 103 SP2	125 F.110
		7016 FA2	🔁 038 AB9	7060 CA4	7082 E5	7 104 SP3	126 F.111
		7017 FA3	🔁 039 AB10	7061 CA5	7083 E6	7105 SP4	7 127 F.112
		🔁 018 FA4	🔁 040 AB11	1062 CA6	🔁 084 E7	🔁 106 SP5	🔁 128 F.113
		1019 FC1	📆 041 AB12	7063 MEP1	🔁 085 E8	📆 107 SP6	📆 129 Hyd. Cal
		🔂 020 FD1	📆 042 AB13	7064 MP1	📆 086 E9	📆 108 SP7	
		7021 A1	🔁 043 AB14	📆 065 MP2	📆 087 E10	7 109 SP8	
		1022 A2	7044 AB15	📆 066 MP3	📆 088 E11	📆 110 L1	

If the file names do not start with a sequence number, the files will be displayed alphabetically by sheet name. This adds to the time it takes a plans examiner to find the proper file and index them in the proper order for reviews and approvals.

If you choose not to provide the sequence number, please use the sheet number (example: A1.2) as the electronic file name.

- Specifications: Specification manuals may be merged into a single PDF document. They should be uploaded separately as document type "Spec Manual". If not included within the drawings, please provide a separate PDF file for the door and door hardware schedule, sprinkler specifications, and fire alarm specifications.
- Other Documents: Letters, cut sheets, sprinkler shop drawings, etc. should be zipped and submitted using the appropriate document type.
- Resubmission: Place the revision number at the end of each PDF file, example '003_A1.2_rev01'. Make sure that your prefix '03' or '003' matches your original submission. For example, your revised drawing may be '003_A1.2_rev01' and your next change was on E2.2, in turn it would reflect its original prefix of '029' make the file name '029_E2.2_rev01'.

Wall Types: Fire and smoke rated wall assemblies should be drawn with line colors that can be easily distinguished from non-rated walls. It is helpful for each rated-wall type to be a different color. Show fire rated walls on structural, architectural, mechanical, plumbing, electrical plans and sprinkler shop drawings. Fire rated walls should be drawn as follows (colors dependent on designer):

30 minute fire partition:	 30FP	30FP
1 hour fire partition:	 1FP	1FP
1 hour fire barrier:	 1FB	1FB
2 hour fire barrier:	 2FB	2FB
3 hour fire barrier:	 3FB	3FB
4 hour fire barrier:	 4FB	4FB
1 hour fire wall:	 1FW	1FW
2 hour fire wall:	 2FW	2FW
3 hour fire wall:	 3FW	3FW
4 hour fire wall:	 4FW	4FW
Smoke partition:	 SP	SP
Smoke barrier (1 hour fire):	 1SB	1SB

Mechanical: Show fire and smoke dampers in a distinguishing color.

Electrical: Show emergency lighting circuits in a distinguishable color. Show fire alarm and devices in a distinguishable color.

- Cover Sheet: It is requested that a 4" X 18" blank area be provided on the cover sheet for SFMO approval stamps.
- Hyperlinks: Placing hyperlinks that link sheet names on the drawing index to the sheet file is preferred. Adobe Acrobat allows the examiner to open a specific drawing directly from the drawing index.

Field Drawings: The <u>approved</u> set of drawings that is printed and sent to the site does not require the information to be shown in color.