

# Fire Sprinkler Plan Submittal Instructions

## Submitting Plans

Plans and documents are to be submitted to [sfm.planreview@doi.idaho.gov](mailto:sfm.planreview@doi.idaho.gov). Clarify in the subject line list project name and city. Projects may take more than one email because we are limited to 29MB maximum. Following the number of emails after project name (i.e. Project X, City Y, 2).

The plan review fee needs to be submitted by mail or in person to State Fire Marshal's Office in Boise. Submit the Fee Form along with the payment. More than one project can be paid with one check. The review process will not start until all documents and fee are received. The quality of the submitted plans affects the quality of the plan review and the ability to shorten turnaround time.

## Applications

One (1) Plan Review Submittal Application is to be used per building. The application is required as the cover document for all plan new, remodels and TI submittals. All sections of the application shall be correct and completely filled out.

The applicant is responsible to ensure that design specifications and plans are complete and compliance with the requirements of the current adopted International Fire Code, NFPA 13, NFPA 13R and NFPA 13D.

The Resubmittal Application is required for project that need modification during construction. The form must be submitted with addressing corrected items and the corrected plans.

## Fee

\$100 minimum at a fee of \$2.00 per head and a \$2,000 maximum per system. If a building has more than one system, the fee scale is applied to each system separately.

## Review Timeframe

Once the required documents and payment are received, the review process will begin. Every effort will be made to complete plan reviews within three weeks from the time all documents and payment is received. The quality of the submitted plans affects the quality of the plan review and the ability to shorten turnaround time.

## Resubmittals

Resubmittals for plans must be received within **30 days** if plans are not approved.

## After completed plans review

Completed reviews and approval letter will be sent to the email of the applicant listed on the Plan Review Submittal Application and to the local AHJ (Authority Having Jurisdiction). The local AHJ may require a plan review and additional fees.

## Documents required for every submittal:

- Fire Sprinkler Plan Review Application
- Fire Sprinkler Submittal Fee Application (must be mailed with payment)
- Signed Owner's Information Certificate
- Fire Sprinkler Hydraulic Calculation Summary
- Sprinkler Plan Submittal Checklist
- Hydraulic Calculations in the form specified in the adopted edition of  
NFPA 13
- Seismic Sway Bracing Calculations (Lateral and Longitudinal) shown  
in the exact same format indicated in NFPA
- Manufacture's specification for each sprinkler type used and all other  
devices
- Products that will be used must be identified
- Plans