

**FREERPORT FIRE & EMS DEPARTMENT
OFFICE OF THE FIRE MARSHAL**

PAPERLESS PLAN REVIEW PROCESS

PDF Submittal Guidelines

This guideline is intended to provide the minimum requirements for a Paperless Electronic Plan Review submittal. Additional requirements and/or information may be required based upon the individual project.

The Paperless Plan Review Process was created in order to provide an improved level of customer service and quicker review and re-submittal time. Submittal through this program will save both the Fire Department, and customers' time, money and media storage.

PLAN TYPES ELIGIBLE FOR THE ELECTRONIC PLAN REVIEW PROCESS

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| 1. Fire Sprinkler Underground | 10. Site Plans |
| 2. Fire Sprinkler Overhead | 11. Building Construction Plans |
| 3. Fire Sprinkler Residential | 12. Civil Construction Plans |
| 4. Fire Alarm | 13. Smoke Control/Stair Pressurization |
| 5. Aboveground/Underground Storage Tanks | 14. Emergency Generators |
| 6. Kitchen Hood Suppression System | 15. Tent/Membrane Structures |
| 7. Pre-Engineering Suppression Systems | 16. Pyrotechnics |
| 8. High-Piled Storage | |
| 9. Hazardous Materials | |

DRAWING INTEGRITY

All submittals are reviewed using Bluebeam Revu. It is our intent to provide you with a redline markup drawings in which you can view as an additional redline markup layer to the original file. The originally submitted file will not be altered, sans the addition of our comments layer.

ELECTRONIC SUBMISSION REQUIREMENTS

17. A Plan Review Application must accompany all submittals. Submittals will not be accepted without an application. The application is available as a Form Fillable PDF document. [Adobe Acrobat X or higher is required.](#)
18. A copy of your State of Texas Fire Marshal's Office license is required. You may provide a scanned graphic or PDF.
19. When available, a digital graphic RME signature is required on all plans.
20. Material specifications, hydraulic calculations, battery calculations & other required information may be submitted as an Adobe Acrobat PDF, Microsoft Word DOC, or JPEG.

DRAWINGS FORMAT

21. Submittals shall be sent via e-mail to: fireplans@freeport.tx.us Please DO NOT compress the files into an archive or zip file. The mailbox can accept a maximum size of **10 MB per e-mail**. Please note that this e-mail account is dedicated for CAD submittals, and is monitored only a few times per week. To verify the submittal was received it is recommended that you contact a member of our staff via e-mail or telephone.

PAPERLESS PLAN REVIEW PROCESS

CAD/PDF Submittal Guidelines

22. Submittals will also be accepted on a CD/DVD or USB thumb drive. The USB thumb drive will not be returned unless requested.
23. Drawings shall be PDF's only. JPD, TIFF and CAD files are not allowed.

REDLINES/COMMENTS/MARK-UPS

24. Redline comments and/or markups will be marked directly on the PDF file and the PDF file will be renamed as FFD_REDLINE_R1, FFD_REDLINE_2, etc., for all submitted PDF files.
25. A plan review letter and comments will accompany the markups as a PDF file.
26. If revisions are required, we will send the redline comments and review letter to you via the e-mail address provided, or they will be made available on a CD/DVD available for pickup at our office if requested.

APPROVED PLANS

27. Approval will be noted on the redline layer. The approval "stamp" is similar to that of the paper copy approval sans an authorized signature. Approved CAD plans are subject to field inspection.
28. Approved plans, redline markups, comments and plan review letter will be sent to you via the e-mail address you provided, or on a CD available at our office.
29. If a permit is issued for the project, the permit number will be included in our e-mail transmittal. **It is the installing contractor's responsibility to pickup the permit card at our office, and when scheduling an inspection to inform us that this is a CAD review.**
30. A copy of the approved CAD plan, Arch Size D or greater, shall be provided at the jobsite at all times and shall be available upon field inspection.
31. No inspections will be performed without a copy of the approved plans and permit on-site at time of inspection.

SUBMITTAL GUIDELINES

32. Please refer to the individual submittal guidelines for each specific project type.

Submittals that do not conform to the minimum above requirements will not be reviewed and will delay the plan review and/or permit issuance.

Plans that are approved and permitted by the Office of the Fire Marshal give authorization for construction. Final approvals are subject to field verification. Any approval issued does not release the contractor and/or property owner from full compliance with all applicable codes and ordinances relating to the construction project.

All installations must concur with the approved plans, permit and plan review letter. Any deviation from the approved plans requires a re-submittal to the Office of the Fire Marshal. Installation, fabrication or otherwise construction is prohibited without approved plans and permit.

All EPR submittals for the purposes of this guideline and any other guidelines or requirements of the Fire Department shall conform to the 2015 International Fire Code, as adopted and amended by City of Freeport.

PAPERLESS PLAN REVIEW PROCESS
CAD/PDF Submittal Guidelines

Sample Approval Email

Subject: ACME Chem Freeport, Texas

We have completed our review of your CAD/PDF fire alarm submittal for ACME Commercial located at 123 ACME Drive. Based the submitted information, we have approved your submittal. Please review the attached review letter for comments and conditions.

Permit No. 14-111FA has been issued for this project.

Our comments are saved in a layer labeled FFD_REDLINE_R1. You will need to print and provide a minimum of one set of Arch Size D or greater drawings on site for field inspection and a copy of the review letter. Our inspector will not have this information.

Please be advised that when calling to setup an inspection you must provide the above permit number in order to schedule an inspection. You are still required to pick up the permit from our office and have it available at the job site during construction and at the time of inspection. If the permit or approved plans are not on-site for the field inspection, it will be an automatic failed inspection and a \$50 failed inspection fee will be assessed.

The CAD files are provided in AutoCAD 2014 format (DWG and DWF). Please inform us if you are unable to open or view the files. We can also provide you a PDF upon request.

In the Interest of Fire Safety,

Freeport Fire & EMS Department

Office of the Fire Marshal

Your Name
Fire Protection Engineer
123 Any Street
Freeport, TX 77541
979-123-4567 Tel
979-123-4567 Fax
anycompany@yourdomain.org
<http://www.yourdomain.org>