PRINCE WILLIAM COUNTY

FMO ePlan Submission Quality Control Check List
Version 2021-07-01

PROJECT NAME_____

Lead Designer Certification	
I have accurately completed the Checklist to the best of my knowledge.	
Name/Signature: By checking this box, I agree to electronically signing this form.	Date:
Phone:	Email:

Other Contacts: *To ensure the customer's project team (i.e., tenant, building owner; contractor) receives automated email notices, please complete and submit the* Contact Information Form *which can be found at* http://www.pwcva.gov/BDForms

This Checklist provides the minimum essential information required on plans prior to submission of the Permit Application. Providing all the information listed will support positive communication between the designers and plan reviewers, which will expedite the overall review process.

SUBMISSION REQUIREMENTS:

☐ Address Validation/Assignment Approval shall be issued by GIS prior to acceptance by the Building Development Division for standalone Fire Protection Permits. Address validations are processed online, via email only. Please contact 703-792-6840 or PWCMaps@pwcgov.org. Find more information here.

☐ File names meet the File Naming Convention found in the Customer ePlans Guide.

☐ Plan set is in a single PDF file (plan, manufacturer cutsheets, etc)

☐ Plans and other required documents meet credentialing requirements.

☐ Files are not locked or password protected.

☐ PDF files do not contain layers or comments.

☐ Plan sheets are bookmarked which include the sheet number and page title.

☐ Plan set is landscape and pages are aligned.

☐ An open 3"x3" space for the County Reviewed stamp is provided in at the top right corner on each sheet of the drawing.

☐ To allow for County digital review stamp on manufacturer cutsheets, provide a table of contents listing all materials and specifying manufacturers and models of all fire protection equipment.

☐ Plans are monochrome, not in color.

☐ Plan set is a PDF file in vector format to allow for measurement

☐ Plan sets page size is not larger than 36x48 inches and minimum 1/8" = 1'-0" scale

☐ Drawings must be drawn to an indicated scale or dimension on sheets of uniform size and is readable; 1/8" scale is the smallest scale accepted for system design sheets; plan sets must not exceed a page size of 36x48.

☐ Resubmissions must be a complete set of plans

☐ Revisions must include all affected pages and indicate changes using revision clouds

GENERAL REQUIREMENTS (All Applicants)

☐ Name and address of premises of work being performed

☐ Name and address of contractor performing the work

☐ Must include applicable code and standards; examples:

      a. NFPA 72 2013 (Fire Alarm)

      b. NFPA 13 2013 (Fire Sprinkler)

      c. NFPA 13R 2013 (Residential Fire Sprinkler such as apartments, condos, etc.)

      d. NFPA 13D (Residential Fire Sprinkler for single family homes or some R4s)

☐ Include equipment specification sheets for all equipment to be installed/altered or affected by scope of work.

  Is this a phase project? Yes ☐ or No ☐ Phases must match architectural plan phases

☐ A summary/table of contents of all equipment, devices, etc. which include the specific description, details and model number shall be included.

☐ Symbols for fire alarm devices or sprinkler heads clearly identified in the legend

☐ Location, type, and quantity of fire alarm devices or sprinkler heads shall be clearly indicated

☐ PWC Approved Site Plan indicating location of Sprinkler Riser Room with an exterior door

☐ Provide breezeway underground fire sprinkler piping details when applicable

☐ Provide details for a remote Fire Department Connection (FDC) such as the vault, location, proper drainage, etc. where applicable