PRINCE WILLIAM COUNTY

FMO E-PLAN SUBMISSION QUALITY CONTROL CHECKLIST
VERSION 2024-10-01

PROJECT NAME_____

<table>
<tr><td colspan="2">Staff Use Only
FPP_____ - _____</td></tr>
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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 Fire Protection Permit Application. Providing all the information listed will support positive communication between the designers and plan reviewers, which will expedite the overall review process.

ADDRESSING 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.

GENERAL REQUIREMENTS:

☐ 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 in the FMO ePlan Submission Manual.

☐ 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 the top right corner on each sheet.

☐ 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.

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

☐ Plan sets page size is a minimum of 24" x 30" and a maximum of 36" x 48" 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.

☐ Name and address of premises of work being performed.

☐ Name and address of contractor performing the work

GENERAL REQUIREMENTS (All Applicants)

☐ Must include applicable code and standards, examples:
      a. NFPA 72 2019 (Fire Alarm)
      b. NFPA 13 2019 (Fire Sprinkler)
      c. NFPA 13R 2019 (Residential Fire Sprinkler such as apartments, condos, etc.)
      d. NFPA 13D 2019 (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 phased 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

CREDENTIALING

☐ Digital credentialing stamp (PE or NICET level III / IV) must be applied to all plan sheets, Title page, Bill of Materials (or table of Contents) for Data/cut sheets and calculations. Actual data or cut sheets do not need to be stamped. Anything with a design element or calculation needs to be stamped.

RESUBMISSIONS & REVISIONS

☐ Resubmissions are plans, documents or forms submitted for review PRIOR to approval, whether in response to original submission comments or comments on a plan revision. Resubmissions must be a complete set of plans.

☐ Revisions are only for approved plans. Revisions must include all affected pages and indicate changes using revision clouds

☐ Every resubmission and revision MUST include QC checklist