

# Little Elm Fire Department Fire Marshal's Office



## Electronic Plan Review (EPR) CAD Submittal Guidelines

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The current plan review and permit application fees apply; with the exception that the 'Non-CAD Submittal' Fee will be waived for EPR submittals. You may submit your plans and specifications as indicated below and permit fees may be paid at the Little Elm Building Department or via the internet at [www.littleelm.org](http://www.littleelm.org) and click the MyGov icon at the lower left corner.

The Little Elm Fire Department will accept plans for EPR for all required permits.

In the event that paper is requested by the Fire Marshal's Office after submitting via Electronic File, the non-CAD submittal fee will still be waived and mark-ups will be provided by electronic means.

### **Submittals**

EPR submittals will be accepted by the Little Elm Fire Department as follows. **Failure to comply will result in a rejection of the submitted plans and will delay permit issuance.**

#### ***General EPR Submittal Requirements:***

- A Fire Department Plan Review Application must accompany all submittals. Submittals will not be accepted with out an application.
- All contractors and sub contractors must be registered through the Town's Building Department prior to submittal.
- When available, a digital graphic RME signature is required on all plans;
- Material specifications, hydraulic calculations, battery calculations and other required information may be submitted in Adobe Acrobat PDF, Microsoft Word DOC, TIFF or JPEG.
- Refer to the individual submittal guidelines for each specific project type.

#### ***Drawing Formatting:***

- EPR submittals may be sent via e-mail to: [broach@littleelm.org](mailto:broach@littleelm.org)
- Files shall be sent in PDF or DWF format.
- File Sheets shall have the proper scale set with in the design or left unassigned.
- EPR Submittals will also be accepted on CD

***Red-lines/Comments/Mark-ups:*** Markups will be created and emailed to the submitting person with the term "mark-up" or similar text in the file name. A plan review letter and comments will accompany the mark-ups with in the document or as a PDF or DOC file.

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### *Approvals:*

- Approvals of submitted plans will be noted on the mark-up file. The Phrase “FD Approved” or similar text will be added to the file. Plans are not considered approved until this “stamp” is placed on the plans.
- **When printing site documents, it is required that this mark-up is on the site plans, this is your “stamped set”.**
- All plans shall be subject to visual verification at the time of inspection.
- **A copy of the approved CAD plan shall be provided at the jobsite at all times and shall be available upon field inspection. Non-compliance will be deemed as working without a permit and subject to fines of twice the permit fee, in addition to the permit fee.**
- No inspections will be performed without a copy of the approved plans and permit on-site at time of inspection.

**Return of Reviews:** Comments and mark-ups will be sent to the submitting person via e-mail.

**Re-Submittals / Mark-up Changes:** Follow submittal process. Re-Submittal fees will apply.

Submittals that do not conform to the minimum above requirements may not be approved, and will delay permit issuance.

Plans that are approved and permitted by the Town of Little Elm Fire Marshal's Office gives authorization for construction. Final approvals are subject to field verification. Any approval issued by the Fire Marshal's Office does not release the contractor or property owner from full compliance with 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 that plans be resubmitted to the Fire Prevention Division for review.