



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

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FIRE SPRINKLERS, FIRE SUPPRESSION, FIRE ALARMS **SUBMITTAL PROCESS**

Email Subject Line: When emailing Bluebeam session or PDF attachment, please include submittal description under the Subject line of your email to ensure it is not filtered as SPAM.
(Example: Target Fire Sprinkler System)

FILE NAMING AND FORMAT REQUIREMENTS:

- **Each sheet of the plans must be Stamped and Signed by a NICET LEVEL III CERTIFIED INSPECTOR OR HIGHER, OR STAMPED BY A PROFESSIONAL ENGINEER.**
- Incorrect sheet size, scale, margins or orientation will NOT BE ACCEPTED.
- All plan sheets must be consolidated into ONE Pdf Plan set. DO NOT SUBMIT INDIVIDUAL PLAN SHEETS.
- Each supporting document (e.g. horn-strobe cut sheets, FS material submittal, calculations, supplemental attachments and narratives) must be uploaded INDEPENDENTLY and named accordingly to the naming conventions in this document as such.
- Layers: No multiple layers. Layers must be merged or flattened.
- DO NOT LOCK FILES as plans examiners need to add comments and ultimately stamp/approve plans.

NAMING CONVENTION AND FORMAT SHOULD BE AS FOLLOWS: (pdf format only)

- 1.-Permit Application (i.e. "1.0_Permit_Application.pdf").
- 3.-**1st Review Plans** dated xx-xx-xxxx. Description should add "Deferred FS or FA" with BD or TI Permit number that the deferred submittal is related to (i.e. "3.0_1st_Plan_Set_FS_BD-20-08131_6-30-2021.pdf").
- 4.-Horn strobe cutsheets (i.e. "4.0_Cutsheets.pdf").
- 5.-Calculations (if applicable) (i.e. 5.0_Calculations.pdf").
- 6.- Other as specified.

Resubmittal naming convention and format:

- 1.-Copy of 1st Review Comment Letters (i.e. "1.0_20-06-0021_1ST_REVIEW_NOT_APPROVED_FS.pdf").
- 2.-Response Letters to 1st Review Comments (i.e. "2.0_Response_Letters_7-10-2020.pdf").
- 3.-**2nd Review Plans** dated xx-xx-xxxx (i.e. "3.0_2nd_Plan_Set_FS_7-10-2021.pdf").
- 4.-Hornstrobe cutsheets or any other cutsheets (i.e. "4.0_Cutsheets.pdf").
- 5.- Other as specified.

APPROVAL:

Once all review activities are completed and approved, applicants will receive an email notification that the permit is ready to be issued. After all outstanding conditions are met and fees are paid, a copy of the permit and the Community stamped permit set of drawings will be emailed via Bluebeam session or email attachment (depending on how large the file is). It is the responsibility of the applicant to ensure the contractor has the approved/stamped plans on site.

Before permit issuance, Contractor must also have a current SRPMIC Business license.

One can be obtained at the following link: <https://businesslicense.srpmic-nsn.gov/LicenseTax/>