

Plans Submittal Requirements

State of Tennessee
State Fire Marshal's Office
Department of Commerce and Insurance
Division of Fire Prevention
Codes Enforcement Section
500 James Robertson Parkway
Nashville, TN 37243-1162
Phone: 615-741-7190 Fax: 615-253-3267
<http://tn.gov/commerce/sfm/fpcesect.shtml>

Only design drawings prepared and sealed by a Tennessee registered architect or engineer are accepted when a plans submittal is required to be sent to the State Fire Marshal's Office (SFMO). The definition of **Construction** is used to determine whether a proposed project scope of work would require a plans submittal [Rule 0780-02-03-.01 Definitions]. **Construction** means: erecting a new building, or adding on to an existing building, or changing occupancy or occupancy group, or altering the exit arrangement, or altering fire resistive assemblies, or altering the type of construction, or installing a fire suppression system, or installing fire detection systems, or installing fuel fired equipment. **Construction** does not include excavation or site preparation.

Plans may be submitted electronically through the electronic plans submittal portal in a format acceptable by the Division, or by providing one (1) full-size paper copy of the required documents and a .pdf copy of the documents on electronic media acceptable by the Division with certification that the .pdf copy is an identical electronic copy of the paper copy. All plans reviews and approvals are performed at the Nashville office. Only the completed design drawing set ready for construction is accepted. **Do not submit "Not for Construction" or "Check Set" drawings.**

A completed Plans Review Submittal form (PRSF), and a check made out to TDCI (Tennessee Department of Commerce and Insurance) for the plans review Fee is also required. Payments for submissions made through the portal can be by an e-check or credit card. The Fee covers the cost of the entire construction process from the plans review and approval phase through Deputy State Fire Marshal (DSFM) field inspections, DSFM final acceptance field inspections, and the DSFM issued Certificate of Occupancy.

Preliminary Meetings

A plans examiner will meet with designers when requested to discuss code issues during the schematic phase of architectural design drawings. This is not considered a plans review since only the completed design drawing set ready for construction is accepted. A plans examiner can identify major code issues while looking at a floor plan so that the designer can make adjustments before the construction drawing phase of design is initiated. Also, code issue agreements can be documented so that the designer has assurance that what has been agreed upon is enforced during the plans review process. A formal Code Equivalency Request must be processed when directed by the plans examiner or requested by the designer and must be approved by the plans examiner's supervisor. The plans examiner keeps notes of the meeting for their use. The plans examiner that meets with a designer is assigned the project once it is submitted to the SFMO. The designer must add the project name and plans examiner's name on any correspondence document sent with the initial plans submittal to expedite processing.

Fee

The owner or architect must submit a fee by check made out to TDCI with the initial plans submittal. The fee is calculated based on the estimated total construction cost less excavation or site preparation. [Rule 0780-02-03-.04 Fees] The fee is reduced to one-half the total amount when a

project is in an Exempt Jurisdiction. Round the estimated construction cost up to the nearest one-thousand dollars (e.g., \$456,101.25 to \$457,000.00). The review fee is automatically calculated by using the Plans Review Fee Calculator (link provided below). **The minimum fee is \$250.00.**

Project Resubmittals

Any plans review responses and any changes to the approved plans are received by the SFMO as a resubmittal. No additional fees are required except when the change increases the construction cost (for example a new fire protection sprinkler system is added to the project after the plans were originally approved without the system or when increasing the building size after the approval was issued). The designer must add the project TFM, project number, project name, and assigned plans examiner on any correspondence document sent to the SFMO to expedite processing. Always provide registrant sealed revised drawings, addenda, and any small design details when sending to the SFMO.

Tennessee Registrant Sealed As-Built Drawings

As-built drawings are submitted by a Tennessee registered architect or engineer to the SFMO when necessary to prove code compliance for renovations to existing buildings, new additions to existing buildings, and change of occupancies in existing buildings. **Previously drawn existing plans are not acceptable.** The designer must furnish current plans with current dated registrant seals, with current minimum adopted codes, and a current codes analysis.

As a minimum, provide the following information:

- A floor plan for each story level showing location of walls, doors (size, type, and hardware), and windows.
- Identify the use of every space.
- Include door, window, and interior finish schedules.
- Show interior or exterior location of all gas-fired appliances such as furnaces (including CFMs) and water heaters (including BTUs).
- Include any new and existing fire-resistance rated partition or 2 / 3 / 4 - hour rated fire wall limits with rated partition type legends.
- Show fire alarm system with device locations, location of emergency lighting, and exit signs.
- Show any fire alarm connections and shut down systems for the electric and gas service for kitchen cooking appliances below the commercial kitchen hood and exhaust duct system.
- The designer must differentiate between what work is new and existing. Any new design work must be performed by a registered architect or engineer competent in that design discipline.

Rule 0780-02-03-.01(1)(d): Educational occupancy means the use of a building or structure, or a portion thereof, for educational purposes by six (6) or more persons for more than twelve (12) hours per week, but no more than eight (8) hours in a single day. An educational facility is distinguished from assembly occupancy in that the same persons are regularly present.

(NOTE: Storage buildings and other buildings used after hours for non-credit activities, such as weight training or locker/dressing rooms at football stadiums, are not considered EDUCATIONAL).

Helpful links

Correction Lists: <http://tn.gov/commerce/sfm/plans.shtml>

SFM Electronic Plans Review Portal: <https://apps.tn.gov/tnsfmo/>

Plans Submittal Portal Application Guide: <http://tn.gov/commerce/sfm/documents/portalapplicationguide.pdf>

Plans Review Fee Calculator: <http://tn.gov/commerce/sfm/documents/FeeCalculator.pdf>

Plans Review Staff Contact Info: <http://tn.gov/commerce/sfm/documents/plansexaminersphonenumberlist.pdf>

When Plans Are Required: <http://tn.gov/commerce/sfm/documents/whenplansubmittalrequired10.01.pdf>