



PLANS REVIEW SUBMITTAL FORM

PRSF 2006 Codes

Department of Commerce and Insurance
State Fire Marshal's Office
Division of Fire Prevention
Codes Enforcement Section
500 James Robertson Parkway
Davy Crockett Tower
Nashville, TN 37243-1162
615-741-7190 --- 615-253-3267 (fax)
http://tn.gov/commerce/sfm/fpcesect.shtml



TFM #: TN Fire Marshal #

PROJECT #

SBC #: State Bldg Commission

INFORMATION TO BE PROVIDED BY DESIGNER

Complete information in Part A for all projects. Also, complete Part B if this is for a Daycare.
Is this submittal made in order to receive a No Review Required letter? Yes No

PART A (For all Projects)

PROJECT NAME:

STREET ADDRESS:

CITY ZIP CODE COUNTY

Is this project within the City Limits or Planning Region? Yes No

Is this building to be State-owned or State-leased? Yes No

State Department Name and Address that will lease bldg.

Name, Address, Phone # of Lessor Contact

All State buildings, educational occupancies, and any other occupancy requiring an inspection by the State Fire Marshal for initial licensure as defined by the 2006 edition of the International Building Code, must comply with the Life Safety Code (NFPA 101) 2006 edition in conjunction with the 2006 IBC and IFC. Rule 0780-02-02-.01(c)

2006 IBC, 2006 IFC, 2006 NFPA 101 Occupancy Group (IBC) Occupancy (NFPA 101)

All other occupancies required to be reviewed and approved by this office:
2006 IBC, 2006 IFC Occupancy Group (IBC)

Approximate date of construction start Anticipated date of completion

Construction Type (as defined by the International Building Code, 2006 edition):

New IA IB IIA IIB IIIA IIIB IV VA VB Sprinklered Y N

Existing IA IB IIA IIB IIIA IIIB IV VA VB Sprinklered Y N

HEIGHT: New Existing NUMBER OF STORIES New Existing

If project includes an existing building, please include original construction date including any additions (explain).

If building is sprinklered, what is the approximate age of the sprinkler system or systems? years.

Building Area (as defined by the International Building Code, Section 502, 2006 edition):

New Construction \_\_\_\_\_ square feet per largest floor. Total (all floors) \_\_\_\_\_ square feet.  
Existing Construction \_\_\_\_\_ square feet per largest floor. Total (all floors) \_\_\_\_\_ square feet.

**OWNER** \_\_\_\_\_ **TELEPHONE** \_\_\_\_\_  
OPERATOR/DIRECTOR (If different from owner.) \_\_\_\_\_ FAX \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
**E-MAIL ADDRESS** \_\_\_\_\_

**ARCHITECT/ENGINEER** \_\_\_\_\_ **REGISTRATION NUMBER** \_\_\_\_\_  
FIRM \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
**E-MAIL ADDRESS** \_\_\_\_\_

Will architect provide construction administration? Yes  No

**LOCAL BUILDING OFFICIAL** \_\_\_\_\_ **TELEPHONE NUMBER** \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
**E-MAIL ADDRESS** \_\_\_\_\_

**LOCAL FIRE OFFICIAL** \_\_\_\_\_ **TELEPHONE NUMBER** \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ FAX \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
**E-MAIL ADDRESS:** \_\_\_\_\_

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**PART B** (for Daycare (NFPA) or I-4 (IBC))

DHS Licensing Counselor \_\_\_\_\_

Maximum Enrollment \_\_\_\_\_ Age of children served from \_\_\_\_\_  mo  yrs to \_\_\_\_\_ yrs  
Number of children younger than 2 ½ years \_\_\_\_\_

Will construction or renovation area meet state adopted accessibility codes? Yes  No

NOTE: Facility must comply with state adopted accessibility codes if state owned, state leased, or located in a public education occupancy.

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*In accordance with Rule 0780-02-03-.03(c) of the Rules and Regulations of the State of Tennessee, I hereby certify that, to the best of my knowledge and belief, the total construction cost (excluding land cost and site preparation) of this project will be: (The State reserves the right to request verification of costs.)*

Estimated Cost of Construction \$ \_\_\_\_\_  
Amount of Fee Due (see table to calculate) \$ \_\_\_\_\_

**THIS FEE IS PAYABLE AT THE TIME OF INTIAL SUBMISSION OF PLANS AND SPECIFICATIONS.  
NO REVIEWS WILL BE PERFORMED UNTIL THE FEE IS PAID IN FULL.**

**Note: Tennessee Fire Marshal Numbers (TFM#) are assigned to individual buildings. A separate submittal form and check must be provided for each physical address and project even if they are all presented and bid as a single capital project. An example of this would be a fire alarm upgrade involving several buildings on a single owner's campus.**

**TO RECEIVE A CERTIFICATE OF OCCUPANCY, SEALED BUILDING PLANS MUST BE REVIEWED AND APPROVED PRIOR TO THE START OF ANY CONSTRUCTION OR RENOVATION WORK. (The building cannot be occupied without a certificate of occupancy from this office.)**

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Type or Print Owner/Authorized Representative

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Signature and Date

If owner is a State agency and the Project has a State Building Commission (SBC) Number, **do not** enclose payment. **Estimated Construction Cost and Fee amount must be shown on PRSF.** Owner Agency will be journal vouchered.

If owner is the University of Tennessee **do not** enclose payment. **Estimated Construction Cost and Fee amount must be shown on PRSF.** UT will be invoiced. **University of Tennessee projects require full Fee amount (no one-half Fee reduction for UT projects in exempt local jurisdictions).**

All other projects, **Fee is payable** when plans are submitted. Make check payable to the Department of Commerce and Insurance.

**WHEN CALCULATING THE FEE, ROUND THE CONSTRUCTION COST UP TO THE NEAREST ONE-THOUSAND DOLLARS (E.G., \$125,101.00 TO 126,000.00). THE FEE SHALL BE CALCULATED USING THE ROUNDED CONSTRUCTION COST. THE FEE SHALL BE PAID IN FULL.**

**SUBMIT PLANS AND SPECIFICATIONS THROUGH THE ARCHITECT'S AND ENGINEER'S PLANS SUBMITTAL PORTAL, OR SUBMIT ONE FULL SIZE PAPER COPY AND ONE CD OF PLANS AND ONE COPY OF SPECIFICATIONS SEALED (WITH SIGNATURE AND DATE), WITH DESIGNER'S CERTIFICATION LETTER.**

**FEE CALCULATION**

**ESTIMATED CONSTRUCTION COST**

\$1,000,000.00 OR LESS  
\$1,000,001.00 OR GREATER

**TO CALCULATE FEE**

\$2.50 per thousand or fraction thereof. (\$250.00 minimum)  
\$2,500.00 for the first \$1,000,000.00 plus \$2.00 for each additional thousand or fraction thereof. (there is no maximum)

Where a permit fee for construction will be paid to a local government which has an exempt status, fees for day cares, schools, and State owned buildings will be reduced by one-half. Documentation of payment may be required.

**The minimum review fee is \$250.00.** <http://tn.gov/commerce/sfm/documents/FeeCalculator.pdf>

**The fee is \$100.00 for a "No Review Required" letter.**

**STATE EXEMPTIONS GRANTED AS OF 10/01/2010**

Alcoa	*Franklin	Memphis/Shelby County
Athens	Gallatin	Millington
Bartlett	*Gatlinburg	Montgomery County
Brentwood	Goodlettsville	Murfreesboro
Bristol	Hendersonville	Nashville/Davidson County (Oak Hill, Belle Meade, Forest Hills, Berry Hill, & Lakewood not included)
Chattanooga	Jackson	*Oak Ridge
*Clarksville	Johnson City	Paris
Cleveland	Kingsport	Pigeon Forge
Collierville	Knox County	*Sevierville
Columbia	Knoxville	White House
Cookeville	Lebanon	
Dyersburg	*Madison County	
Farragut	Maryville	

**\*Review fee is not to be reduced by one-half.**

**SPECIAL NOTE:** In the above exempt jurisdictions, only State owned buildings, day cares, and schools through twelfth grade must be approved by the Division of Fire Prevention. Outside the above exempt jurisdictions, plans for the preceding occupancies, and plans for assemblies of 300 or more, three or more story buildings used for business occupancy, correctional facilities, enclosed malls, high hazard industrial (H1 and H2) occupancies, residential occupancies excluding 1 & 2 Family Dwellings and Townhouses, must be submitted to and reviewed by the Division of Fire Prevention.