



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
STATE FIRE MARSHAL'S OFFICE  
DIVISION OF FIRE PREVENTION  
CODES ENFORCEMENT SECTION  
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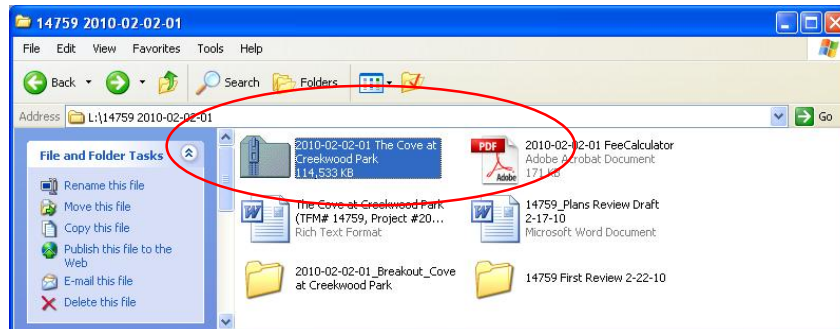
## Electronic Plans Submittal Preferences

The following preferences are provided to give designers guidance that will assist in the State Fire Marshal's Office (SFMO) reviews of plans. The preferences will benefit both parties by making reviews quicker, resulting in faster approval of the project. With the exception of the File Type, these preferences are encouraged but not mandatory.

**File Type:** Adobe PDF (mandatory for all documents). Make sure that all PDF's do not contain layers.

**File Compression:** Individual drawings submitted within a single zipped (compressed) folder are preferred. The zipped folder can then be uploaded to the portal in a single step as document type "Construction Drawings". Please name your zipped file using the Project Name.

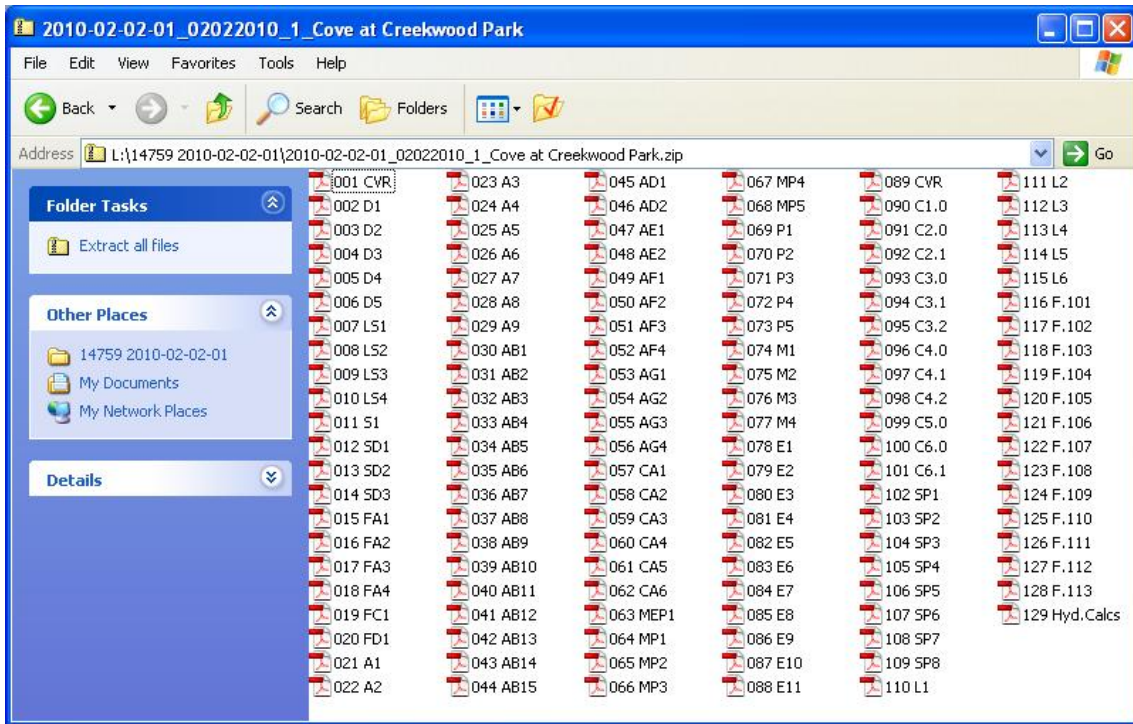
Example: "The Cove at Creekwood Park"



*By preparing a zipped folder the designer will spend less time uploading individual drawings.*

**Drawings:** Begin the name of the individual drawings PDF file with a sequential number starting with 01 or 001, if more than 100 drawings, in order for Adobe to index the drawings in the same order that they appear on the drawing index. The sequential number should be followed by the actual sheet name.

*The following folder shows drawings sequenced to the index of drawings:*



If the file names do not start with a sequence number, the files will be displayed alphabetically by sheet name. This adds to the time it takes a plans examiner to find the proper file and index them in the proper order for reviews and approvals.

If you choose not to provide the sequence number, please use the sheet number (example: A1.2) as the electronic file name.

**Specifications:** Specification manuals may be merged into a single PDF document. They should be uploaded separately as document type "Spec Manual". If not included within the drawings, please provide a separate PDF file for the door and door hardware schedule, sprinkler specifications, and fire alarm specifications.

**Other Documents:** Letters, cut sheets, sprinkler shop drawings, etc. should be zipped and submitted using the appropriate document type.

**Resubmission:** Place the revision number at the end of each PDF file, example '003\_A1.2\_rev01'. Make sure that your prefix '03' or '003' matches your original submission. For example, your revised drawing may be '003\_A1.2\_rev01' and your next change was on E2.2, in turn it would reflect its original prefix of '029' make the file name '029\_E2.2\_rev01'.

Wall Types: Fire and smoke rated wall assemblies should be drawn with line colors that can be easily distinguished from non-rated walls. It is helpful for each rated-wall type to be a different color. Show fire rated walls on structural, architectural, mechanical, plumbing, electrical plans and sprinkler shop drawings. Fire rated walls should be drawn as follows (colors dependent on designer):

30 minute fire partition:	_____	30FP	_____	30FP	_____
1 hour fire partition:	_____	1FP	_____	1FP	_____
1 hour fire barrier:	_____	1FB	_____	1FB	_____
2 hour fire barrier:	_____	2FB	_____	2FB	_____
3 hour fire barrier:	_____	3FB	_____	3FB	_____
4 hour fire barrier:	_____	4FB	_____	4FB	_____
1 hour fire wall:	_____	1FW	_____	1FW	_____
2 hour fire wall:	_____	2FW	_____	2FW	_____
3 hour fire wall:	_____	3FW	_____	3FW	_____
4 hour fire wall:	_____	4FW	_____	4FW	_____
Smoke partition:	_____	SP	_____	SP	_____
Smoke barrier (1 hour fire):	_____	1SB	_____	1SB	_____

Mechanical: Show fire and smoke dampers in a distinguishing color.

Electrical: Show emergency lighting circuits in a distinguishable color. Show fire alarm and devices in a distinguishable color.

Cover Sheet: It is requested that a 4" X 18" blank area be provided on the cover sheet for SFMO approval stamps.

Hyperlinks: Placing hyperlinks that link sheet names on the drawing index to the sheet file is preferred. Adobe Acrobat allows the examiner to open a specific drawing directly from the drawing index.

Field Drawings: The approved set of drawings that is printed and sent to the site does not require the information to be shown in color.