

Seattle Permits

—part of a multi-departmental series on City services & permitting

Electronic File Standards - Shop Drawings for Fire Protection Systems

February 2017

This document provides guidelines on how to submit electronic plan sets or “shop drawings” for fire protection systems as part of the Seattle Department of Construction and Inspections (SDCI) permitting process. All shop drawings must be submitted electronically beginning April 1, 2017.

General Submittal Requirements

To submit shop drawings electronically, the person applying for a permit will need to set up an account in the SDCI online permitting system. The SDCI Applicant Services Center is available to help customers set up an account. For more information, please visit the SDCI Applicant Services Center in person, call them at 206-684-8850, or visit their website: <http://www.seattle.gov/dpd/aboutus/whoware/applicantservicescenter/default.htm>

Submittals related to fire protection systems must include all requirements specific to the design standard, such as NFPA 13, NFPA 14, and NFPA72. In addition, shop drawings for fire protection systems must be submitted according to the following specific submittal standards.

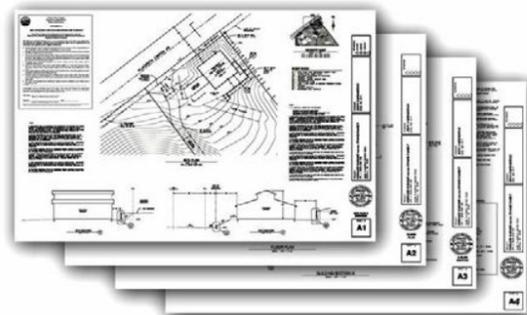
PDF Formatting Requirements

Portable Document Format (PDF) is the industry standard for electronic plans. The Seattle Fire Department only accepts PDF files for plan review. PDF files must be properly formatted following the guidelines in this CAM. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

File Format:	PDF
Maximum File Size:	500 MB
Format:	Vector preferred
Resolution:	300 ppi
Grouping:	Multiple sheets within a single PDF document
Minimum Sheet Size (for plan sets):	11” x 17”
Minimum Font Size:	10 pt
Color:	Black on white preferred

Please note when submitting documents:

- All documents are required to be flattened and full-size.
- Files must be left unprotected and unlocked.
- Zip files are not accepted.



plans.pdf (multiple sheets)

Plan Set Requirements

Plans sets must meet the following requirements:

- Scalable with the scale clearly specified and graphically depicted.
- Clearly denote the full size paper sheet size.
- Supporting information (such as hydraulic calculations, material data sheets, etc.) shall be separate, individual, PDF files.
- Rotated as to be easily viewable. Do not mismatch sheet sizes or orientation throughout the set.
- Designated space for a City approval stamp on each sheet. The location shall have a minimum clear space of 3” x 3” and be located in the same space on each sheet.

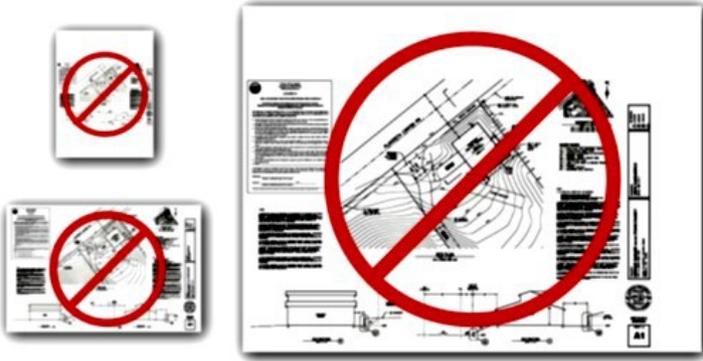
www.seattle.gov/fire



City of Seattle
Fire Department

Fire Prevention Division
220 3rd Avenue South
(206) 386-1450

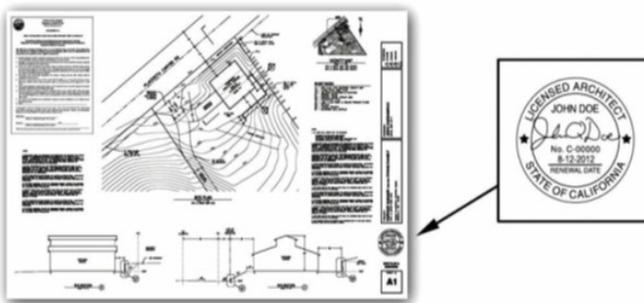
- Incorrect sheet size, scale, or margins will not be accepted. Please avoid these types of errors:



- When saving pdf files, plans should be rotated to be easily visible. Please avoid this type of error:



- Necessary certifications/signatures must be included, as illustrated in the following correct image.



File Naming Requirements

File names shall be clearly denoted as to their contents. Examples:

- Plan sets
- Hydraulic Calculations
- Seismic Bracing Calculations
- Equipment Submittals
- Flow Test Data
- Battery Calculations

Do not label a plan set as Approved Plan Set. This is a reserved name and file type for City Department purposes.

Printing The Approved Plan Set for the Jobsite

An approved/stamped paper copy of the full plan set must still be maintained at the job site for City inspectors including SFD inspectors to review. After the plans have been approved by the City and all relevant permit fees have been paid, customers will be able to download the approved/stamp plan set and print it.

The approved, printed plan set at the job site must be printed in color so the City comments are readily distinguishable. The printed plan sets shall be legible and contrastable.