Guidelines for Plan Review Submittals

1. For all submissions to Fire Prevention Services, a Plan Review Transmittal must be attached, completely filled out.

2. Instructions for hard copy submission must be followed:
   a. Provide 2 copies of the Plan Review Transmittal. One will be signed by Safety Services staff and returned to you as receipt of submission
   b. If a response letter is required it must be included in the package
   c. Submit 2 copies of deferred submittals (Fire Alarm, Fire Sprinkler, Fire Underground) and 1 copy of all other submittal types

3. Instructions for electronic submission must be followed:
   a. Send submission via email to fpplans@ucdavis.edu
   b. Provide a copy of the filled out Plan Review Transmittal in the email
   c. If a Response Letter is required, please provide in the email
   d. If a link is needed to access the submission (Box, Bluebeam, etc), ensure that the link or invite is included in the email. Add the following people to the Box or Bluebeam session:
      i. James Patterson jimpatterson@ucdavis.edu
      ii. Greg Van Aken gvanaken@ucdavis.edu
      iii. Tim Annis tannis@ucdavis.edu
      iv. Andrew Reiwitch areiwitch@ucdavis.edu

4. Fire Prevention Services will review the submissions for completeness. If any piece of the required documentation is missing, the submission will be returned without review. The plan must be resubmitted with all requirements to be eligible for review.

5. Fire Prevention Services will have 15 business days to review the submission. Unless an alternate date is approved with mutual agreement, the deadline for review will be 15 business days.

6. If 15 business days has elapsed, you can request the status of the review by sending an email to fpplans@ucdavis.edu.

7. When your review is complete, an email will be sent to all parties listed on the Plan Review Transmittal, along with a Plan Review Memo.
   a. If the submission requires correction, the Memo will contain all Plan Review Comments that need to be considered for future review. The Plan will be retained by Fire Prevention Services to back check the next iteration.
   b. If the result of the review was an Approved, Stamped or Signed submission, the submission will be available for pickup at the Safety Services Business Office, 276 Hoagland Hall on the next business day.