



## Townhouse Plan Submittal Checklist

Effective Date: January 1, 2026

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

All plan submittals must include this completed checklist and be uploaded through AccessGov.

Submittals shall comply with:

- 2024 International Fire Code
- Summit Fire & EMS (SFE) Life Safety Policy
- 2024 SFE Amendments
- All other applicable ICC and NFPA codes

Incomplete submittals will be marked as "**Corrections Required**" and must be resubmitted with applicable fees.

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### I. General Submittal Requirements

- Plans meet the minimum requirements of the 2024 International Fire Code.
- Electronic plans are submitted in flattened, unsecured PDF format.
- A licensed architect has stamped the plans.
- Sign-off card is provided by the building department.
- A complete and descriptive scope of work is included.

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### II. System Design and Layout

- Floor plan includes the following:
  - Exit width
  - Number of exits
  - Distance to exiting
  - Lighting

- Use and/or name of all rooms
  - Ceiling height, construction details, and reflected ceiling plan
  - Fire area separations
  - Approximate scale, north direction, and drawing completion date
  - Highlighted or clearly noted models if multiple are shown
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### III. Additional Permits

- Additional permits may be required for the following systems:
- Emergency Responder Radio Coverage
  - Fire Alarm
  - Fire Sprinkler
  - Wildfire Mitigation
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Final Review:

Submittal Accepted  Corrections Required  Resubmittal Received

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Applicant Acknowledgment:

By signing below, I acknowledge that I have read and understood all permit submittal requirements outlined in this checklist. I certify that all submitted materials meet the specified codes and standards to the best of my knowledge.

Applicant Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company: \_\_\_\_\_