



## Tenant Finish Plan Submittal Checklist

Effective Date: January 1, 2026

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

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

Existing Building  New Building

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.

---

### 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.
- A sign-off card is provided by the building department.
- A complete and descriptive scope of work is included.

### II. System Design and Layout

- Floor plan includes the following details:
  - Exit width
  - Number of exits
  - Distance to exiting
  - Lighting
  - Occupant load and occupant load factor

- Use and/or name of all rooms
- Ceiling height, construction details, and reflected ceiling plan
- Fire extinguisher locations, classifications, and sizes
- Interior finish
- Occupancy and fire area separations
- Approximate scale, north direction, and drawing completion date
- Hazardous materials (if applicable)
- Manufacturer data sheets for equipment/devices/materials with model numbers and listing information

### III. Additional Permits

Additional permits may be required for the following systems after initial review:

- Emergency Responder Radio Coverage
- Fire Alarm
- Fire Sprinkler
- Kitchen Hood
- Hazardous Materials

---

Final Review:

Submittal Accepted  Corrections Required  Resubmittal Received

#### **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: \_\_\_\_\_