



New Construction Plan Submittal Checklist

Effective Date: January 1, 2026

Project Name: _____

Project Address: _____

New Commercial Building Mixed-Use Building Multi-Family Residential

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 and all applicable NFPA standards.
- Electronic plans are submitted in flattened, unsecured PDF format.
- Plans are stamped by a licensed architect, engineer, or NICET Level III designer.
- Sign-off card is provided by the building department.
- A complete and descriptive scope of work is included.
- Site plan includes:
 - Building footprint and orientation
 - Fire department access roads and turnarounds
 - Fire hydrant locations and spacing per IFC Appendix C
 - Snow and landscape management plan for access and utilities

II. System Design and Layout

- Floor plans include the following details:
 - Exit width and number of exits

- Distance to exits and travel paths
- Occupancy load and load factors
- Use and/or name of all rooms
- Ceiling height and construction details
- Occupancy and fire area separations
- Fire extinguisher locations, classifications, and sizes
- Hazardous material locations (if applicable)
- Reflected ceiling plan
- Approximate scale, north direction, and drawing completion date

III. Fire Protection Systems

- Fire sprinkler system design per NFPA 13/13R/13D, as applicable.
- Fire alarm system design per NFPA 72.
- Standpipe systems submitted separately in compliance with NFPA 14.
- Kitchen hood suppression systems per NFPA 96.
- Emergency responder radio coverage per IFC requirements.

VI. Additional Permits

- Additional permits may be required for:
 - Hazardous Materials
 - Pyrotechnics / Special Events
 - Temporary Tents or Structures
 - Temporary Heating
 - Wildfire mitigation

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: _____
