



## Occupancy Change 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.
  - Sign-off card is provided by the building department.
  - A complete and descriptive scope of work is included and may address:
    - Description of new business use
    - Interior work (e.g., painting, walls, drywall, ceiling updates)
    - Food menu (if applicable)
    - Business hours
    - Emergency contact information
    - Estimated opening date
    - Existing systems: fire alarm, fire sprinkler, and kitchen hood
    - Type and quantity of storage (if applicable)
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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: \_\_\_\_\_