



# Memorandum

To: Applicants

From: Plan Review Bureau

Date: May 25, 2021

Subject: Digital (Electronic Plans) Submittal & Disposal Requirements

To electronic applicant submitters,

A tool that allows building plans to be submitted via the web reducing plan review/permitting time and associated costs.

## Common Mistakes

The most common mistakes made by applicants resulting in rejection of submittals:

- Drawings are loaded as a single pdf file. Each drawing group must be a single file.
- Drawing files are incorrectly named.
- Updated/revised plans are loaded with a new file name. When loading a revised plan, use the same file name as the version currently submitted.
- No clear space is provided for the approval stamp.

## Applying for a Permit

1. Submit a completed permit application. Applications can be found on the Plan Review Bureau website: <https://dps.alaska.gov/Fire/PRB/Home>
2. Email the application to [Isobelle.Mahoney@alaska.gov](mailto:Isobelle.Mahoney@alaska.gov) or [DPS.PRB@Alaska.gov](mailto:DPS.PRB@Alaska.gov). A permit tech will enter the application into the permit tracking software known as Infor and you will be issued an application number. The permit tech will coordinate payment of fees, issuance of the permit, and address other questions you may have.
3. Before loading plans and documents, please review the standards for drawing and document file naming, acceptable file formats, etc. in this guide.

## Standards for Plans and Supporting Documents

### Drawing Files!

1. Drawing Files:
  - Each drawing set must be submitted as an individual PDF in the email. Do not combine all drawings into a single PDF file and then load. This will either be too large for email or uploading to the database.
  - Check your settings when printing/saving to PDF to make sure you are not creating unreadable drawings.
  - If you have multiple layers in your PDF, you must “Flatten” your PDF before sending it.
  - Each drawing must be loaded in the correct orientation, meaning the text must be horizontal when viewed on a computer screen.
2. Drawings and design information embedded in calculations: Any design information that is embedded in a calculation package and is necessary for the construction must be placed on a drawing.
3. Supporting Document Files: All other files that are required as part of the application that are not drawing files (i.e. Structural calculations, geotechnical reports, etc.) can be submitted as Documents. Each distinct document should be provided as an individual file.

### File Naming Standards!

Since one must be able to search through drawing files in PDFs just as they would when doing a paper review, the drawing filename must match the sheet numbers. Additionally, filenames should include a first character for the discipline. The drawing name should only include a discipline character. Do include the project name and city, if possible.

- **Discipline** – First characters represent the discipline area, for example, “A” for Architectural, “S” for Structural, etc. Ensure that all plans, including the associated details, are submitted under the correct discipline.
- **Building Name and City** – Provide a project/building name in the file name behind the discipline.
- **Application Number** – Use the application number in the file naming to assist the Permit Technician in attaching to the correct application for responses or resubmittal of plans.

| Drawing Type    | Discipline   | Building/Project Name | City   |
|-----------------|--------------|-----------------------|--------|
| Architectural   | A            | Johns Salon           | Willow |
| Structural      | S            |                       |        |
| Electrical      | E            |                       |        |
| Mechanical      | M            |                       |        |
| Landscape       | L            |                       |        |
| Civil           | C            |                       |        |
| Life Safety     | LS or A or G |                       |        |
| Survey          | V            |                       |        |
| Fire Protection | FP           |                       |        |

## File Type Standards

Supporting files are preferred to be PDF format. Please submit searchable PDF files for calculations, reports, and other supporting documentation (non-drawing files). Others are allowed such as Microsoft Word, etc. as long as readable.

Vector PDF files will be preferred for drawings. AutoCAD software is commonly used to create drawing files. It is recommended that drawings created in AutoCAD are converted to Vector PDF by using the Autodesk Vector Graphic Converter “DWG to PDF.pc3 plotter driver.”

If drawings are electrical, mechanical, or plumbing/gas, confirm that only the tradelines are dark by changing the background to grayscale before saving them as a vector PDF file.

## Prescreen

Prescreen is a cursory review of your uploaded files in preparation for formal review. This will be performed by a Review Coordinator (Permit Technician). Allow a minimum of 48 business hours after you have submitted your documents for the Prescreening process to take place. If you have met all submittal requirements the following will be accomplished.

### Returned for Corrections

If your submittal requirements are not complete, you will receive an e-mail notification that prescreening has items to be clarified.

1. Review the Prescreening Comments to identify which requirements were noted as missing or require correction.
2. If something needs to be deleted and resubmitted; email the Review Coordinator (Permit Technician).

### Prescreen Approved

Once your submittal is approved, you will receive a fee letter via email, upon receiving the fee, it will immediately move into the formal review process.

## Monitoring the Status of Your Project

The *Applicant* will receive an email notification and can then respond to comments.

### Applicants

To avoid chaos, we recommend there is only one *Applicant* performing *Tasks* and completing responses. On larger and/or more complicated projects we recommend providing a letter with additional designers that can then communicate directly with the reviewers, via email or phone making for effective/efficient resolution of the comments.

## Communicating with Reviewers and Review Coordinators

Email is an effective way to communicate with reviewers and review coordinators. For instance, if you want to know when a specific review will be completed, you should email the individual reviewer rather than the review coordinators. Enter an Application Number in the email subject line.

## Review Comments and Plan Resubmit

### Requested Corrections

If corrections are requested following a review cycle of your drawings, follow the steps below:

1. You will receive an e-mail notification with a correction or more information request letter.
2. Respond to each item requested.

### (1) Update Plan Files

After reviewing the Comments, update the files as required to adjudicate all review comments. Once the files have been updated to address all comments, you need to enter a description / short summary of the changes made.

When resubmitting revised plans, use the same file name as the original drawing.

## Approval

When the plan review is approved by reviewers, you will be notified by email. The email will include your approval letter stating that occupancy is granted when the building is complete according to the plans approved, as well as a certificate for Fire and Life Safety.

**Note!** A hard copy will only be mailed upon request for the approval letter and certificate.

## Print Fire System Approved Plans

After an approval is issued, the fire system plans will be electronically stamped. These files will then need to be printed and in place at the job site. At least one set of readable plans must be retained on the job site for inspections.

## Disposal

Plans Review Bureau (PRB) is going digital. The ability has been created to attach electronic plans to the database and review. Electronic media (USB, DVD, etc.) may also be provided as electronic. If electronic plans are provided; hard copy plans will be disposed of when the plan review is complete without shredding or location

Exception:

1. An official request of proprietary information and to return plans to the applicant.
2. Hard copies only submitted; disposal will be three years for Occupancies S, F, M, B, U.
3. Hard copies only submitted; disposal will be ten years for Priority Occupancies A, E, I, R, H.