

WYOMING FIRE MARSHAL'S OFFICE
CADD PLAN REVIEW EMAIL SUBMITTAL INSTRUCTIONS

I FIRE PROTECTION SPRINKLER SYSTEMS

We have electronic plan review allowing submittal by email attachment. It is not mandatory, but sending all plan review documents by email attachment is highly recommended. This reduces paper work, is less expensive, simpler and much quicker than printing four sets of documents, packing them up and sending by regular mail. Also, turnaround time is significantly reduced when everything is done electronically.

IMPORTANT NOTES:

- Currently, electronic submittal will only be implemented for *Fire Protection Sprinkler System* review and *Fire Alarm System* review. Review of other disciplines will still be handled by Postal Service mail.
- Before you email a drawing file as an attachment, you should always convert it from DWG to PDF. Never send DWG files (or other actual CADD drawings) to us over the internet.
- We have no web payment service, so if a plan review fee is required you still must send the fee by regular mail. Please call (307) 856-8214 or (307) 777-8710 to find out if a fee is required.
- We strongly prefer that you send everything (except the fee) by email attachment. However, although undesirable, you still have the option of sending all the documents by regular mail.

II REQUIRED DOCUMENTS FOR PLAN REVIEW

Submit one set of each document specified below, by email attachment:

1. **Drawing Files**: email the drawing files in PDF (not in DWG or in any other actual drawing format).
2. **Project Information Sheet**: (See following page.) **ALWAYS** fill out and submit this sheet. We need this information in order to log your project into our data base.
3. **Do not** submit the **Plan Review Check List**. It is just for your benefit. If you provide everything in the check list, the review should go smoothly and quickly.
4. **Engineer's Seal**: if the drawings are not sealed by a registered engineer, please email a scanned "**Letter of approval**" from the Engineer of Record with the engineer's seal and signature affixed (see following "Engineer's Seal Requirements").
5. **Catalog Cuts**: available from vendors, as PDF files
6. **Calculations**: sprinkler systems hydraulic calculations and water supply information

Send the above design documents as email attachments to: plan.review@wyo.gov

7. **Plan Review Fee: see following Fee Schedule**. Often sprinkler system review does not require a fee. To find out if a fee is required call (307) 856-8214 or (307) 777-8710. If it is, send a check by regular mail, and **be sure to include the project name**.



THE STATE OF WYOMING

*Department of Fire Prevention
& Electrical Safety*

MATTHEW H. MEAD
GOVERNOR

J MICHAEL REED
STATE FIRE MARSHAL

PROJECT INFORMATION SHEET

FIRE PROTECTION SPRINKLER SYSTEM

Date:

Proposed Construction Starting Date:

Building/Facility & Address:

Project Name:

Facility Name:

Street Address:

City, State & Zip:

Building: New or Existing

Occupancy Description or Use Group:

Number of Stories:

Square Footage:

Total:

1st Floor:

2nd Floor:

3rd Floor:

4th Floor:

Basement:

Construction Cost Estimate (sprinkler system only): \$

Note: The review will be returned to the submitter below unless we are instructed to send it elsewhere.

Submitter:

Contact Name:

Email Address:

Company Name:

Street Address:

City, State & Zip:

Phone Number:

PLAN REVIEW CHECK LIST

Do not submit this check list. It's only for your benefit.

PROJECT/NAME/ADDRESS:

Date:

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- Plans submitted for fire alarm systems must be prepared under the direct supervision of a Design Professional. (A Design Professional is defined as an individual who is legally registered to practice engineering in Wyoming, in accordance with the Wyoming Engineer's Board.) Final plans shall show the design completion date and bear the seal and signature of the Design Professional, **or** the plan review submittal must include a "Letter of Approval" from the Engineer of Record (see following "Engineer's Seal Requirements").
- If you are submitting electronically** (much preferred) send a set of each of the following design documents by email attachment to plan.review@wyo.gov
- If you are submitting by regular postal service mail (**not** preferred), provide **four** complete sets of the following design documents and send them to the address shown at the end of this plan review packet.
- Completed **Project Information Sheet** (see preceding page)
- Site Plan:** drawn to scale, showing street address, location and size of underground water mains, sprinkler feed mains, fire hydrants, valve locations, location of pumper connection(s), property lines, streets, and other structures on site. Indicate hydrant locations where the flow and pressure tests were taken in determining the sprinkler system water supply.
- Building Sprinkler Plans:** drawn to scale, to include complete sprinkler system piping, showing: pipe sizes, pipe lengths, hanger locations, sprinkler head k-factor and temperature rating, elevation variances, type and size of all control valves including indicating valves, OS&Y valves, backflow preventers, alarm check valves, dry pipe valves, deluge valves, etc. In addition: identify all rooms and their uses (occupancies). Provide details of all building construction materials, including interior and exterior walls, floors, ceilings and framing.
- Elevations:** indicating sprinkler system riser heights and sprinkler head elevation in relation to grade. Also include any elevation variance from the effective point of the flow test to the base of the sprinkler riser.
- Manufacturers catalog cuts:** of all fire protection devices and equipment to be installed. This should include sprinkler heads, sprinkler system control valves, fittings, flow switches, tamper switches, hydrants, piping and any other devices pertinent to the sprinkler system. These should be available from vendors, in PDF format.
- Sprinkler System Hydraulic Calculations:** and water supply information.
- Plan Review Fee (if required):** see "Fee Schedule" (or the "Plan Review Calculator" elsewhere on this web site). Call (307) 856-8214 or (307) 777-8710 to verify a fee is required
- Postage (if required):** If the plans are submitted by regular postal mail service, provide postage for the return of one set of approved plans. Of course, return postage is **not** required if the plans are submitted electronically.

Note: It is the responsibility of the Design Professional to coordinate the fire protection drawings with design drawings of other disciplines, to assure that the fire protection systems can be installed without interference with other trades. Such coordination is **not** a part of the plan review process.

ENGINEER'S SEAL REQUIREMENTS

All Fire Protection Sprinkler System and Fire Alarm System review documents, submitted for review to the Wyoming State Fire Marshal's Office, must be prepared by a registered NICET Level 3 or 4. It is preferred however that the documents are sealed by a Professional Engineer that is registered to practice engineering in Wyoming. (Wyoming State Fire Prevention Council Fire Statutes, revisions adopted 08/02/2006)

In an effort to improve efficiency and reduce paperwork we very much prefer that all sprinkler and alarm system review documents are sent electronically, rather than by regular Postal Service mail.

Since drawings can't be sealed and signed over the internet, we will accept a “**letter of approval**” by email (or by regular mail) from a registered professional Engineer of Record (from a registered Architectural or Engineering firm).

The engineer should send us a scanned letter attached to an email that says something like, "**Please accept this letter as an approval of the design for the fire protection sprinkler system (or fire alarm system) for the referenced project. I am a registered engineer in Wyoming. My registration number is XXXX.**" The engineer's seal along with signature and date of approval should be affixed to the scanned letter.

The engineer may be registered in any discipline, not necessarily Fire Protection Engineering. However, it may be hard to find a professional engineer, not registered as a Fire Protection Engineer, who is willing to seal fire protection plans. Unfortunately, Wyoming FPE's are a bit scarce.

If you need a Wyoming registered Fire Protection Engineer along with their address, you may call to the *Wyoming Board of Professional Engineers* at (307) 777-6155 and they can provide you with a list FPEs registered in Wyoming.

FEE SCHEDULE

Please call (307) 856-8214 or (307) 777-8710 to verify that a fee is required.

VALUATION, of a sprinkler system and/or an alarm system, shall be the estimated construction cost (based on current material and labor costs) including contractor mark-up.

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$16.03
\$501.00 to \$2,000.00	\$16.03 for the first \$500.00 plus \$2.08 for each additional \$100.00, or fraction thereof, and including \$2,000.00
\$2001.00 to \$25,000.00	\$47.22 for the first \$2,000.00 plus \$9.55 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$267.12 for the first \$25,000.00 plus \$6.90 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$438.95 for the first \$50,000.00 plus \$4.78 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$677.60 for the first \$100,000.00 plus \$3.82 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$2,204.94 for the first \$500,000.00 plus \$3.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$3,824.33 for the first \$1,000,000.00 plus \$2.49 for each additional \$1,000.00, or fraction thereof

Other Inspections and Fees:

1. Inspections outside of normal business hours.....\$49.31/hour (Minimum charge –2 hours)
2. Re-inspection fees.....\$49.31/hour*
3. Inspection for which no fee is specifically indicated.....\$49.31/hour* (Minimum charge 1/2 hour)
4. Additional plan review required by revisions to plans..... \$49.31/hour* (Minimum charge 1/2 hour)
5. For use of outside consultants for plan checking and inspections, or both.....Actual Costs**

*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits to the employees involved.

**Actual costs include administrative and overhead costs.

MAIL A CHECK FOR THE PLAN REVIEW FEE TO:

**PLAN REVIEW
 Department of Fire and Electrical Safety
 320 W. 25TH STREET
 Capitol Hill Building – 3rd Floor
 Cheyenne, WY 82002**