



Submittal Requirements Checklist

Plan Review

Construction

High Priority

- ☐ Project Description
- ☐ Construction Drawings (Structural, Fire Protection, Mechanical, Electrical)
 - Ensure walls and ceilings materials, specs and layers are included.
 - Ensure interior and exterior wall details, including finishes.
- ☐ Description of materials to be used (preferably in drawing notes and/or in project description)
- ☐ Specific drawings and calculations for specific exposures (ex. damage limiting construction)
- ☐ If site is at risk for Flood
 - ☐ FFE and associated vertical datum
 - ☐ Site storm water run-off/ drainage calculations

Beneficial

- ☐ Construction Drawings (Civil, Architectural)
- ☐ Cut sheets of all materials to be used
- ☐ Project Manual
- ☐ Specific drawings and calculations for specific exposures (ex. snow load calculations)
- ☐ Critical Rooms identified (to prevent Liquid Damage losses)

Roof

High Priority

- ☐ Form 2688 (FM to provide): *Checklist for Roofing System* OR
 - Drawings showing:
 - Each roof layer, details, and its securement to other layers and/or to the deck (as applicable)
 - Secondary structural members span at each roof area (i.e., purlins/joist spacing, for new roofs and/or reroof work)
 - Exact manufacturer trade names of all project materials
 - Material thickness (roof membrane and insulation), Dimensions
 - Application rate of fasteners (spacing of fasteners) and/or adhesive (amount applied) for each roof layer
 - Flashing details. FM Approved coping system is recommended for perimeter flashing. ES-1 Coping alone is not suggested.
- ☐ Roof plan or aerial photograph of the roof area, if available

Beneficial

- ☐ Form 2688: *Checklist for Roofing System*
- ☐ Project Description
- ☐ Existing steel deck details, (i.e., gauge, span, and securement rates)

Sprinkler

High Priority

- ☐ Project Description
- ☐ Fire protection drawings of the proposed system
 - Sectional views should be included as needed

- ☐ Material Cut Sheets
- ☐ If location is in an Earthquake zone/area:
 - Seismic bracing proposal, including:
 - Brace resistance calculations with appropriate “G factor”
 - Drawings with seismic bracing locations, spacing/span, and zone of influence
- ☐ Sprinkler details drawing
- ☐ Hydraulic Calculations
- ☐ Water Supply from hydrant actual flow (theoretical values are not acceptable)
- ☐ If storage of ≥ 200 sq. ft. area, include the following occupancy details:
 - Commodity to be stored
 - Description and/or photos (if permissible) of type of material stored, including packaging
 - Storage height/arrangement
 - Racks
 - Palletized
 - Solid pile/on floor

Beneficial

- ☐ Ceiling height (if not included in sectional views)
- ☐ If storage of ≥ 200 sq. ft. area, include the Aisle width

Fire Pump/Booster Pump

High Priority

- ☐ Project Description
- ☐ Shop Drawings
- ☐ Material Cut Sheets
- ☐ Pump Curves
- ☐ Pump Room Details

Alarm Systems/Electrical

High Priority

- ☐ Shop Drawings
- ☐ Material Cut Sheets
- ☐ For Alarm System
 - Battery Calculations
- ☐ For Electrical
 - Include Single Line Electrical Device

Beneficial

- ☐ Project Description

Special Protection Systems

High Priority

- ☐ Project Description
- ☐ Shop Drawings
- ☐ Material Cut Sheets
- ☐ Occupancy Details
- ☐ Hydraulic/ Volumetric/ Power Calculations

Fuel-Fired Equipment

High Priority

- ☐ Project Description

- ☐ Shop Drawings
- ☐ Material Cut Sheets for safety devices and key control devices
- ☐ Fuel train piping diagram

Beneficial

- ☐ Project Description
- ☐ Electrical Ladder Diagram or Controller Program Logic
- ☐ Safety ventilation calculations
- ☐ For Boilers- Form 82: *Installer's Application for Acceptance Boiler Safety Combustible Control System*

Process Equipment

High Priority

- ☐ Project Description
- ☐ Explosion venting with structural details
- ☐ Materials being handled

Solar

High Priority

- ☐ Shop drawings
- ☐ Calculations
- ☐ Structural evaluations
- ☐ Material cutsheets

Beneficial

- ☐ Vertical load distribution test and BLWT

Boiler (fire)

High Priority

- ☐ Shop drawings

Beneficial

- ☐ FM Global Form 82

Underground Main

High Priority

- ☐ Shop drawings
- ☐ Material cutsheets

Beneficial

- ☐ Hydraulic calculations