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FLOOR PLAN DRAWING REQUIREMENTS

A Complete and Accurate Submittal Must Include the Following:

1. Submittal Process:
 - a. Electronic Submittals:
 - i. Go to : www.SpokaneValleyFire.com under Permits and Forms;
 - ii. Under Electronic Plan Submittal and Review is a hyperlink to Inspections@SpokaneValleyFire.com ;
 - iii. Use the hyperlink to create an email to attach submittal documents;
 - iv. In the subject line Indicate the following: Permit Submittal – Project Address
 - b. Paper Submittal:
 - i. Three (3) copies are to be delivered to Spokane Valley permit center at 10210 E. Sprague Avenue.
2. The information provided on the drawings to include, but not be limited to:
 - a. Name of owner & occupant and street address.
 - b. Project key plan depicting entire building and noting location of area of work. (Exact scope of the project should be clearly noted.)
 - c. Provide information on the building (include square footage, height to peak, construction type).
 - d. Point of compass and graphic representation of scale.
 - e. Location of emergency lights and exit signs.
 - f. Location of fire extinguishers.
 - g. Location of KNOX box on building exterior.
 - h. Location of fire protection equipment (control panels, control valves, etc.).
 - i. Occupant load of building, rooms with occupant loads exceeding 10 shall be listed separately.
 - j. New work to be clearly distinguished from revisions to existing structure.
 - k. Provide information on any processes occurring within the structure.
 - l. Provide information on storage within the structure (include commodity type or description and arrangement of storage).
 - m. Provide an elevation showing how the address will be displayed.
3. Fire protection systems require a separate submittal.
4. The issuance of a permit based upon plans, data and other reports shall not prevent the Fire Department from thereafter requiring correction of deficiencies. Any deficiencies found during field inspection, testing or Fire Company surveys must also be corrected.