

Little Elm Fire Department Fire Marshal's Office



General Plan Submittal Guidelines

The most current plan review and permit application fees shall apply (*see Permit Fee Schedule*). You may submit your plans and specifications as indicated below. Permit fees shall be paid at the time plans are picked up at the Little Elm Building Department (100 W. Eldorado; 214-975-0456) or via the internet at www.littleelm.org and click the MyGov icon at the lower left corner. Payment is required prior to scheduling any inspections.

The Little Elm Fire Department will accept plans for EPR for all required permits. (***SEE – EPR-CAD Submittals**)

Submittals

Submittals will be accepted by the Little Elm Fire Department as follows. **Failure to comply will result in a rejection of the submitted plans and will delay permit issuance.**

General Submittal Requirements:

- All contractors and sub contractors must be registered through the Town's Building Department prior to submittal.
- A Fire Department Plan Review Application must accompany all submittals. Submittals will not be accepted with out an application.
- Three (3) sets of plans and one (1) submittal/specification book and fire alarm or hydro calculations shall be provided.
- Maximum size of blue prints "E". For underground fire mains only: 24-inch X 36-inch.
- Submit all blue lines rolled. All calculations/submittals must be flat.
- When available, a digital graphic RME signature is required on all plans;
- Refer to the individual submittal guidelines for each specific project type.

Comments/Mark-ups:

- **Markups will be made directly on the set of plans returned and will be accompanied by a 'Plan review Summary' document.**

Approvals:

- Plans that have been approved will have a stamp on the plans indicating as such. Review notes will be made.

Return of Reviews:

- Once plans have been reviewed, the contact as provide on the permit application. Permits will be available for pick up at the Little Elm Building Department, located in Town Hall at 100 W. Eldorado, Little Elm, Texas 75068. Payment will be required at this time.

Re-Submittals / Mark-up Changes: Follow submittal process. Re-Submittal fees will apply.

- Submittals that do not conform to the minimum above requirements may not be approved, and will delay permit issuance.

Little Elm Fire Department Fire Marshal's Office



General Plan Submittal Guidelines

Plans that are approved and permitted by the Town of Little Elm Fire Marshal's Office gives authorization for construction. Final approvals are subject to field verification. Any approval issued by the Fire Marshal's Office does not release the contractor or property owner from full compliance with applicable codes and ordinances relating to the construction project.

All installations must concur with the approved plans, permit and plan review letter. Any deviation from the approved plans requires that plans be resubmitted to the Fire Prevention Division for review.