



Grand Fire Protection District No. 1

Plan Review and Inspection Program

Policies and Procedures for New and Remodel Construction Projects

- 1) Application and fee delivered with plan submittal package (shop drawings, manufacturers data and material submittals, sprinkler system hydraulic calculations, etc.), both hard copies and electronic files required.
- 2) Inspections must be scheduled a minimum of 48 hours in advance.
- 3) Copy of accepted and stamped plan submittal package must remain at jobsite with plan review report letter.
- 4) A copy of plan review report letter must go to General Contractor.
- 5) Certified sprinkler technicians required; must have card on person at job site.
- 6) Accepted, stamped, signed, and dated plans must be picked up at Grand Fire Headquarters before inspections will be scheduled.
- 7) GFPD will keep one stamped hard copy of plan submittal. Applicant must supply a minimum of **two additional** sets (one hard copy and one electronic file).
- 8) Complete Plan Submittal Checklist prior to submittal.