



SUPPLEMENTAL RULES & REGULATIONS

Number:	18-105.4.2.2		
Subject:	Electronic Construction Documents		
Code:	2018 International Fire Code	Code Section:	105.4.2.2
Effective Date:	1/1/2020	Revision Date:	12/07/23
Issued By:	Tim Simanton		

SCOPE:

Electronic construction document submittals shall comply with the requirements of this regulation and the Town of Gilbert Amended 2018 International Fire Code.

GENERAL:

Fire pre-planning is an essential part of fire prevention and response. The Fire Department utilizes pre-plans to locate essential systems of a building to aid in the mitigating of an incident. These pre-plans are stored in a secure data base that can be accessed from the apparatus and viewed during an incident.

ELECTRONIC DOCUMENT REQUIREMENTS:

- The digital/electronic copy of the permit drawings shall be submitted to the Fire Department through Development Services for approval by the Fire Department prior to issuance of a permit.
- The digital/electronic files, required under this section, shall be submitted electronically in the **following formats: (pdf)**. The (pdf) must be derived from the original AutoCad file it was created in. All digital/electronic files shall be drawn in “feet” at a 1:1 scale.
- Projects requiring a construction permit from Development Services, including projects performed under annual facilities permits, shall submit a digital/electronic copy of the permit drawings in accordance with the required format. A digital/electronic copy of the drawings shall not be required for the following:
 - R3 occupancies.
 - R4 occupancies.
 - Single family residences.
 - Other buildings or structures accessory to and located on the same lot with one- and two-family dwellings.
 - Tenant Improvements under 3,000 square feet not involving hazardous materials, high piled storage, or assembly occupancies
 - Projects not required to submit drawings to obtain a permit.



- At a minimum, each file shall contain the following information:
 - **Floor Plans:**
 - One plan for each building floor.
 - All exterior and interior walls.
 - All door locations (ingress/egress) throughout the building, including roll up doors and roof hatch/doors.
 - Stairs and elevator locations.
 - Room/suite names and/or numbers.
 - Utility shutoff locations (water, electric and gas).
 - Special hazards and high-piled stock/racks, if any.
 - Fire department items shall include, but are not limited to, standpipes, fire sprinkler risers, alarm panels, fire department connections, and Knox boxes.
 - **Site Plan:**
 - Including parking lot, building numbers, parking garages, fire lanes and hydrants.
 - **Roof Plan:**
 - Layout (trusses, rafters, covering, etc.)
 - Access (ladder/hatch locations)
- (2) **Not Required.** The drawings are not required to contain layers listing furnishings, floor coverings, ceiling styles/grids, plumbing fixtures, electrical (lights, switches, outlets), wall coverings, or landscape information.