



**CITY OF DELTONA**  
**BUILDING & ENFORCEMENT SERVICES**  
**FIRE SAFETY DIVISION**  
**PH (386)878-8655 / FX (386) 878-8651**  
**PLANS / SYSTEMS SUBMITTAL CHECKLIST**

The following items must be submitted with construction documents for plans to be accepted for review by the Fire Safety Division and a permit to be issued. Incomplete or missing documentation will not be accepted for review. **THREE (3) SETS OF ALL DRAWINGS, SPECIFICATIONS ETC., REQUIRED TO BE SUBMITTED FOR REVIEW.** A pre-construction meeting with all subs is required before the building permit will be issued. Any questions should be directed to **Leigh Grosvenor, Fire Safety Manager at (386) 878-8655.**

**PROJECT NAME:** \_\_\_\_\_

**BUILDING CONSTRUCTION / INTERIOR RENOVATIONS**

- Approved Site Plan (New Buildings / Complexes)
- Engineer of Record Name / Address / Contact Numbers (including Fax #)
- Fire Sprinkler Engineer / Contractor / Name / Address / Contact Numbers (including Fax #)  
(If Applicable)
- Fire Alarm Engineer / Contractor / Name / Address / Contact Numbers (including Fax #)  
(If Applicable)
- Index / Design Criteria of ALL required systems listed
- Engineer Sealed pages
- Scaled Drawings
- Copies of Proper Certification / Licenses for scope of work to be performed
- Type of Construction/Occupancy / Occupant Loads / Life Safety Plan

**FIRE SPRINKLER / STANDPIPE / FIRE PUMP SYSTEMS (Separate Permit(s) Required)**

- Engineer / Contractor Name / Address / Contact Numbers (including Fax #)
- Copies of Proper Certification / Licenses for scope of work
- Sprinkler / Hydraulic Calculations
- Engineer sealed pages / Shop drawings if Design criteria is submitted with Building Plans
- Copies of Material/Component specifications
- Copies of Certification / Licenses for scope of work

**FIRE ALARM SYSTEMS (Separate Permit Required)**

- Engineer / Contractor / Name / Address / Contact Numbers (including Fax #)
- Copies of Specification of components used
- Battery Calculations
- Engineer sealed plans (over \$5,000)
- Copies of Proper Certification / Licenses for scope of work

**FIRE SUPPRESSION / COOKING HOODS / PAINT SPRAY BOOTHS (Separate Permit(s) Required)**

- Engineer / Contractor / Name / Address / Contact Numbers (including Fax #)

- Copies of Specifications of components / Systems used
- Isometric (3 Dimensional) plans / drawings of hood / duct / equipment being protected.
- Copies of Proper Certification / Licenses for scope of work

**MECHANICAL / COOKING HOODS (Separate Permit Required)**

- Engineer / Contractor / Name / Address / Contact Numbers (Including Fax #) E-Mail
- Specifications of Hood / Duct / Fans, etc. / UL Listing (if applicable or utilized)
- Copies of Material/Component sections
- Sealed Drawings

**SMOKE EVACUATION SYSTEMS (Separate Permit if not included in Bldg. Plans)**

- Engineer / Contractor / Name address / Contact Numbers (including Fax #) E-mail
- Copies of Proper Certification / Licenses for Scope of work
- Sealed Drawings
- Copies of Material/Component specifications

**ABOVEGROUND / UNDERGROUND FUEL/LP TANKS (Separate Permit Required)**

- Engineer / Contractor / Name / Address / Contact Numbers (including Fax #) E-Mail (if available)
- Copies of Proper Certification / Licenses for Scope of Work
- Sealed Drawings
- Copies of Materials/Component Specifications/Tank UL Listings, etc.
- Type & Amounts of Fuel / Gas utilized

**MISCELLANEOUS (Separate Permit Required)**

- Tents (Site Plan & Size / Type of Tent / Zoning Approval / Certification of Flammability / Contact Numbers
- Burn Permit / Land clearing / Site Plan / Location / Proof of Insurance / Contact Numbers