




# City of Phoenix

FIRE DEPARTMENT  
FIRE PREVENTION DIVISION

## Explanatory Policy – Construction Document Submittals

<b>SUBJECT:</b> Construction Documents	<b>EFFECTIVE DATE:</b> July 19, 2019
<b>REFERENCES:</b> The Phoenix Fire Code (2018 Edition) Section 105.4	<b>REVIEW DATE:</b> July 2024
<b>APPROVED:</b>  John Mertens, Fire Marshal	

### Scope:

**105.4.1 Submittals.** *Construction documents* and supporting data shall be submitted in two or more sets with each application for a permit and in such form and detail as required by the *fire code official*. *The construction documents* shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed.

**Exception:** The *fire code official* is authorized to waive the submission of construction documents and supporting data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.

**105.4.2 Information on construction documents.** Construction documents shall be drawn to scale on suitable material. Electronic media documents are allowed to be submitted where approved by the fire code official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations as determined by the fire code official. Two sets of accurate and legible fire protection system component plans shall be submitted to the fire code official for approval, in the following scale:

- Site Plans                                    1" = 50'
- Fire Protection Systems    1/8" = 1'

Other scales may be used with prior approval from the fire code official. Electronic submittals require a bar graph scale on each page.