



South Carolina Department of Labor, Licensing and Regulation

Office of State Fire Marshal

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Instructions for Electronic Plan Submission

Submittals of drawings for plan review can be accomplished in either of two electronic formats: PDF or DWF; however, DWF is preferred because it allows for much faster reviews. Forms and calculations, and all other non-drawing information, are required to be submitted in PDF format. The following guidance is provided to facilitate a quick electronic plan review. Please read and follow these instructions when submitting plans in this review process:

1. **All drawing files must be saved in a 2-dimensional, flat, full extents landscape view with the correct orientation for viewing.** The top of the page should be aligned with the top of the monitor when opened in our review software [Adobe Acrobat/ Autodesk Design Review].
2. **Drawings must have a resolution appropriate for drawing review.** Too low a resolution can make the drawings illegible while too high a resolution will lead to impractically long render times. Due to software limitations, the file size must be less than 10 MB to be able to be uploaded.
3. **Plans must have good legibility.** All files must be of sufficient clarity, character and detail to show how the proposed design will conform to the applicable statutes, regulations, codes and standards. Text and system components within the scope of the project should not be "grey scaled" or otherwise made difficult to see and distinguish as part of the current work.
4. **Drawing information must be correct and consistent with the accompanying documentation.** This includes correct, full, and matching project names and street addresses on all documents that show this information.
5. **Drawings must include a point of compass** to allow proper evaluation of the orientation of the design elements and should also include a site location map and a building key plan, when appropriate, to aid the reviewer.
6. **Drawings must be correctly scaled and include a graphical scale indicating both the appropriate scale and units.** They must incorporate the correct scale and units into the formatting of the PDF/DWF file such that measurements of drawing items using software [Adobe Acrobat/Autodesk Design Review] measuring tools will be correct.
7. **Drawings must be finalized signed/sealed drawings legally suitable for public record.** Drawings must be ready "FOR CONSTRUCTION." Those that are submitted that contain statements such as "NOT FOR CONSTRUCTION" or "FOR PLAN REVIEW ONLY" will not be accepted.
8. **Drawings must have a title block with all appropriate industry standard and legally required information.** This includes identifying the project name, project physical address, designer, revisions, etc..
9. **PDF files must have permissions set to allow for commenting.**
10. **Every file must be named clearly to accurately describe the contents of each file.**
11. **Non-drawing, supporting documents may be submitted as individual documents or as a single combined multipage file.**
12. **Drawings must not be submitted as a mix of multiple multiple-drawing files with multiple drawing sheets/pages in each file.** Drawings may be submitted as individual files, one file for each page of drawing. Alternately, drawings may be submitted as one combined file provided that: (1) all drawings can fit in one file and that file does not exceed the file upload size limit, (2) a contents page is included as the first page of the PDF file, and (3) if resubmitting is required, the revised file contains a complete set of drawings including both the corrected drawings as well as those sheets that were not changed.
13. **If it is necessary to resubmit amended drawings, all corrections must be clouded and identified by number with a triangle.**
14. **If it is necessary to respond to an itemized review letter, an itemized response letter from the designer of record must be included with the resubmitted documentation.** Each item on the letter must clearly identify how and where the comments have been addressed or explain why they have not been addressed.
15. **A changed version of a previously uploaded document should use the same filename as the original document along with the addition of a designation uniquely identifying the revision.**