Section 7-2-3 Digital Electronic Drawing File Submissions

The digital/electronic copy of the permit drawing shall be submitted to the Fire Department through the Building Safety Division for approval by the Fire Department's Technical Services Section prior to the issuance of the certificate of occupancy/completion by the Building Safety Director.

**Required Format:** The digital/electronic files, required under this section, shall be submitted on CD/DVD rom in one of the following formats: (dwg), (dxf). If submitted files are embedded with external references ("xrefs"), such as (xref), drawings shall be included on the submitted CD/DVD rom. Cryptic names for layers files shall include a "definition key". All digital/electronic files shall be drawn in feet at a 1:1 scale.

**Required Information:** At a minimum, each file shall contain the following information:

**Floor Plan**

(i) One plan for each building floor  
(ii) All exterior and interior walls  
(iii) All door locations (ingress/egress) throughout the building, including roll up doors and roof hatch/doors  
(iv) Stairs and elevator locations  
(v) Room/suite names and/or numbers  
(vi) Utility shutoff locations (water, electric and gas)  
(vii) Special hazards and high-piled stock/racks, if any.  
(viii) 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 and access (ladder/hatch locations)