



January 8, 2010

RE: Fire Protection Plan Submittals for Approval

Dear Fire Protection Contractor/Design Professional,

In our process of continually seeking to improve on plan review turn-around times and simplification of the plan review process the fire prevention bureau has decided to take the following steps:

1. As of February 1st, 2010 all plan submittals will need to include a self addressed stamped envelope for return of the approved plans and permit. If you do not wish to include this SASE you will be required to pick up the approved plans and permit. If not including a SASE be sure to include an email address and phone number on the permit application, so that we may contact you when your plans are ready for pick-up. The DMFD will NOT retain approved plans and permits for a time period longer than two weeks.
2. Also, as of February 1st, 2010 all plan submittals must include the owner's information in the permit application or the plans will NOT be reviewed! Requiring this information is our attempt to improve communication with the end user. All plan review letters (approvals and rejections) will be copied to the owner, so that they may be aware of the status of their project. Including the owner's email address would be helpful if they would prefer to receive emailed copies of the letters. **Please see the enclosed copy of the permit application for an example of how this information should be presented.**

We hope these changes will speed up the plan review process and open the lines of communication with the end user of the fire protection system.

If you have any comments or questions regarding the above, please contact me @ (515) 237-1316 or e-mail ijklund@dmgov.org. Your continued cooperation is greatly appreciated.

Sincerely,

Jonathan Lund, Fire Protection Engineer
Fire Prevention Bureau
Des Moines Fire Department