



## Electronic Plan Standards

### File Naming Standards:

Electronic plans and documents shall be named as specified in the City of Vancouver [ePLANS](#) system:

<https://www.cityofvancouver.us/business/permits-licenses-and-inspections/eplans/>



### Acceptable File Types:

Plans, calculations, specifications and supporting documents shall be uploaded as a PDF file.

### Plan Sheet Standards:

All plans shall be drawn to scale, as identified in the checklist, and each sheet shall state the scale and show a measurable scale on the page for measurement calibrations.

### Document Orientation:

All plans must be uploaded in "Landscape" format in the horizontal position with a north indicator. All other documents can be in "Portrait" format.

### Stamped:

Where documentation contains a code analysis or engineering calculations, such documents shall be stamped by the design professional.

## Minimum Submittal Checklist for Upload to ePLANS

- Completed Fire Installation Permit Application – Floor Finishing (this document) Check all *Permit Conditions* checkboxes that are applicable to your project
- Completed Materials Management Plan (HMMP) documents and supplemental documents (*See Document Details below*)
- Site plans and floor plans (*see Plan Details below*)

## Document Details

HMMP Guide: <https://www.cityofvancouver.us/wp-content/uploads/2023/10/Hazardous-Materials-Management-Plan.pdf>

See *Vancouver Fire Department HMMP Guide* for direction on completing required HMMP and/or supplemental forms

With your completed permit application, provide the follow documents:

- Hazardous Materials Management Plan and required supplemental forms (see HMMP Guide linked above for direction on these forms)
- Listing documents for all proposed equipment to be used for floor finishing operations
- Safety Data Sheets (SDS) for hazardous materials to be used in floor finishing operations

## Plan Details

The following is a list of information required on all plan submittals for review of a floor finishing permit. The plan shall be drawn to 1/8" = 1'-0" minimum scale. The applicant is required to submit all applicable information so an accurate and timely review may be completed:

### **General:**

- Site plan to include a north arrow, a measurable scale for calibration purposes, fire hydrants, emergency access lanes and doors, vehicle gates, Fire Department Connection, facility evacuation meeting point locations, sprinkler riser, fire alarm control panel, Knox Box, roof access (if provided), and any outdoor hazardous storage.
- Interior plans showing all access points, hazardous materials storage rooms and/or cabinets, and hazardous equipment or operations areas.
- Location and capacity of mechanical ventilation
- Exhaust termination height above roof and distance to openings.
- Portable fire extinguisher locations

## Permit Conditions

The following is a list of WSFC Chapter 24 requirements related to floor finishing operations. Use this form to confirm that all applicable requirements are met. Non-applicable requirements can be left blank.

### General:

- Heating, ventilation, and air-conditioning systems shall not be operated during resurfacing or refinishing operations or within 4 hours of the application of flammable or combustible liquids (WSFC 2410.2).
- Floor surfacing and finishing operations shall not be conducted while an establishment is open to the public (WSFC 2410.3).
- The power shall be shut down to all electrical sources of ignition within the flammable vapor area, unless those devices are classified for use in Class I, Division 1, hazardous locations (WSFC 2410.4).
- To prevent the accumulation of flammable vapors, mechanical ventilation at a minimum rate of 1 cubic foot per minute per square foot of area being finished shall be provided. Such exhaust shall be by approved temporary or portable means. Vapors shall be exhausted to the exterior of the building (WSFC 2410.5).

**NOTE:** *This is not intended to be an all-inclusive list. The WSFC requirements listed are intended to ensure that we have adequate information to begin a review of the application. Additional information may be required.*

**I understand that all applicable codes apply and that other regulatory codes may also apply. Errors and/or omissions on the plans and corrections from field inspections are the responsibility of the owner/contractor. All work is subject to compliance with City of Vancouver ordinances and laws of the State of Washington.**

APPLICANT NAME: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_