SUMMIT FIRE & EMS

PO Box 4910
Frisco, CO 80443
(970) 262-5100
www.summitfire.org

2026 Tenant Finish Plan Submittal Checklist

Effective Date: January 1, 2026
Project Name: _____
Project Address: _____

☐ Existing Building ☐ New Building

All plan submittals must include this completed checklist and be uploaded through AccessGov. Submittals shall comply with:

- 2024 International Fire Code
- Summit Fire & EMS (SFE) Life Safety Policy
- 2024 SFE Amendments
- All other applicable ICC and NFPA codes

Incomplete submittals will be marked as "Corrections Required" and must be resubmitted with applicable fees.

I. General Submittal Requirements

☐ Plans meet the minimum requirements of the 2024 International Fire Code.
☐ Electronic plans are submitted in flattened, unsecured PDF format.
☐ A licensed architect has stamped the plans.
☐ A sign-off card is provided by the building department.
☐ A complete and descriptive scope of work is included.

II. System Design and Layout

☐ Floor plan includes the following details:

- Exit width
- Number of exits
- Distance to exiting
- Lighting
- Occupant load and occupant load factor

- Use and/or name of all rooms
- Ceiling height, construction details, and reflected ceiling plan
- Fire extinguisher locations, classifications, and sizes
- Interior finish
- Occupancy and fire area separations
- Approximate scale, north direction, and drawing completion date
- Hazardous materials (if applicable)
- Manufacturer data sheets for equipment/devices/materials with model numbers and listing information

III. Additional Permits

☐ Additional permits may be required for the following systems after initial review:

- Emergency Responder Radio Coverage
- Fire Alarm
- Fire Sprinkler
- Kitchen Hood
- Hazardous Materials

Final Review:
☐ Submittal Accepted ☐ Corrections Required ☐ Resubmittal Received

Applicant Acknowledgment:
By signing below, I acknowledge that I have read and understood all permit submittal requirements outlined in this checklist. I certify that all submitted materials meet the specified codes and standards to the best of my knowledge.

Applicant Signature: _____

Printed Name: _____

Company: _____