

Shop Drawings for Sprinkler, Fire Alarm, and Delegated Submittals

Date: August 8, 2014

Last Revised: January 2, 2023

Reason for Policy:

This policy outlines submittal procedures for shop drawings of fire alarm, sprinkler, and other delegated design systems.

Note: this policy supersedes the *Fire Safety Shop Drawing Procedure* which focused only on Sprinkler and Fire Alarm shop drawings.

Policy Statement:

Design documents for sprinkler systems, fire alarm systems, and other life-safety elements (e.g. specialty foundations) are often incomplete when a project is permitted. Shop drawings for these systems should be submitted as quickly as possible to ensure they are reviewed and approved prior to installation and inspection. To help ensure this:

1. The OUBO project review memo associated with the permit drawings will list all required shop drawings
2. Shop drawing submittals will be given a 15-day review time
3. Installation of fire and life safety or delegated systems may proceed after approval of the shop drawings or with documented approval by the OUBO liaison

Some small projects may not require shop drawings for sprinkler or fire alarm systems (e.g.: relocation of five or fewer sprinkler heads; work that does not involve changes to the sprinkler main line; etc.). OUBO project liaisons can confirm whether a small project needs shop drawings for fire and life safety systems.