

Building Code Plan Review Submittal Process

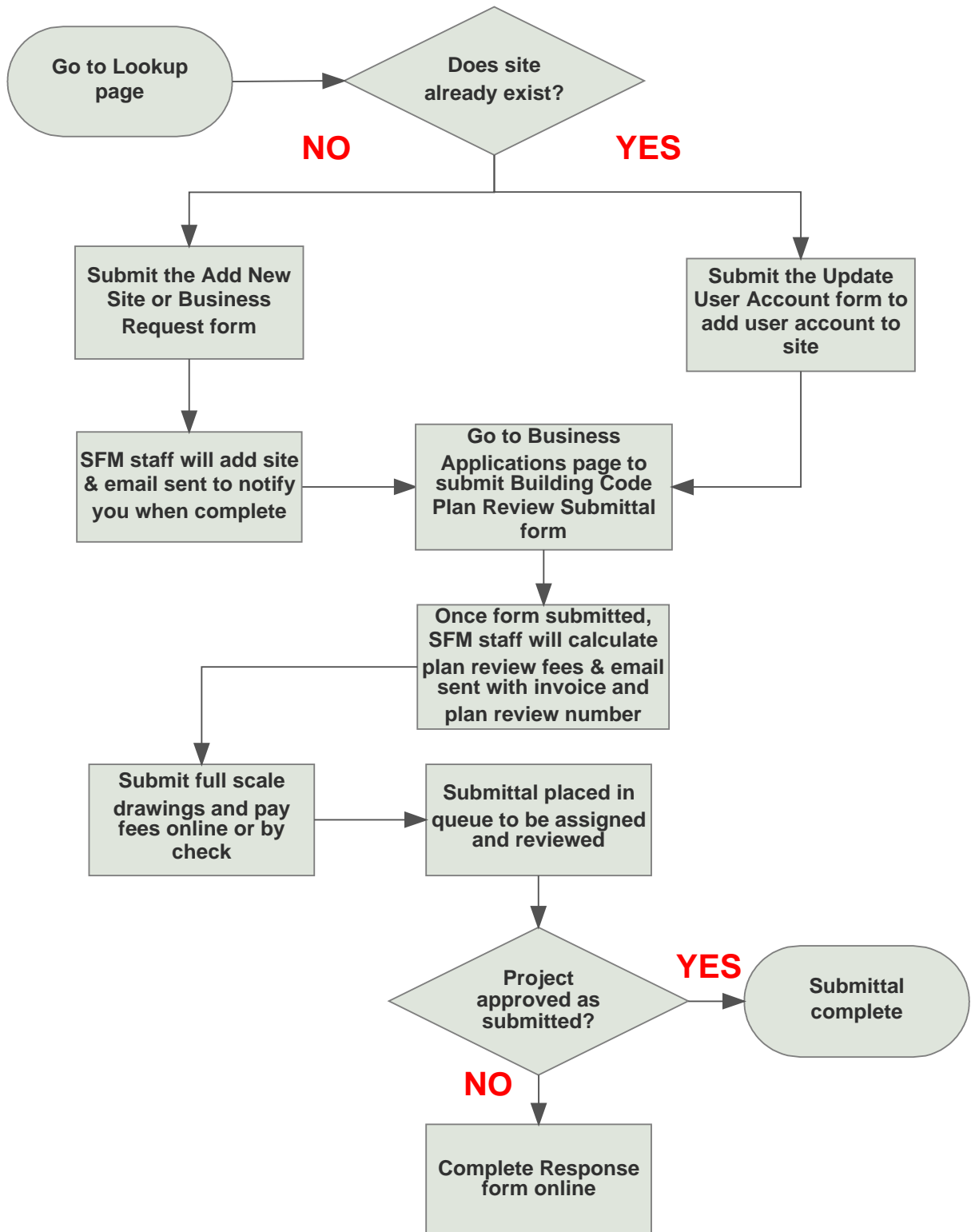
Overview: New Process for Building Code Plan Review Submittals

- The Iowa State Fire Marshal Division Building Code Bureau has implemented an online plan review submittal process as of January 1, 2019. Paper application submittals will only be accepted until January 1, 2020; we strongly encourage you to use the online License Management System to submit your plan review projects to avoid errors in fee calculations, unnecessary project submittals, and processing delays.
- The new submittal process is outlined in this user guide to assist you in becoming familiar with the online submittal process.

PLEASE NOTE: You will use this process to submit full plan reviews, requests for exemption from full plan reviews, and may also use it to request a preliminary review meeting.

- A. Use the Public Portal Lookup to verify whether the project site is already in the system.
<https://iowa.imagetrendlicense.com/portal#/login>
1. If the site exists, submit Update User Account form to add your user account to the site.
 - a. *Be sure to select the correct Plan Review Contact role!*
 2. If the site does not exist, submit the Request New Business or Site application form.
 - a. Once the site is added by SFM staff, your user account will also be added as the appropriate plan review contact role.
 - b. You will then receive an email notifying you the site has been added and you are listed as point of contact.
 3. Submit the Building Code Plan Review Submittal application form for the project site.
 - a. **FOR ARCHITECTURAL PROJECTS ONLY:** If you have not already had a preliminary review with our office, please contact us by phone (515) 725-6145 or email bcinfo@dps.state.ia.us to schedule a preliminary review. Or you may indicate on the submittal form that you have not had a preliminary review and a plans examiner will be assigned to contact you once your form has been received.
 4. **WAIT to send in full scale drawings and accompanying electronic documentation until you have received the second confirmation email that includes your assigned plan review number and invoice for fees.**
 5. Pay fees online by credit card or ACH via secured payment portal or mail check.
 6. Once the plan review has been completed, an email is sent to you with the plan reviewer's comments attached. That form will also indicate if a response is required.
 - a. When a plan review response is required, a response form is added online to the project application for completion and submittal.
 7. Once your project is approved, the comment form will also include contact information for the assigned building code inspector and fire prevention inspector, along with contact information for the assigned plan reviewer.

Go to License Management online Public Portal:
<https://iowa.imagetrendlicense.com/portal#/login>



TIPS:

Search for Project Site

- Be sure to select “Building Code” from the License Classification drop down.
- PLEASE NOTE: Sites are added based on site name AND address. Keep in mind a project may have a “different” name, but if it is located at the same address or part of a large site overall (such as a university or hospital), a new site will not be added. You will submit your project under the existing site and use the “Project Name” field on the submittal form to identify your project specifically.
- If you believe your project site is already in the system, but are unable to locate it using Lookup, please email sfmlicense@dps.state.ia.us with the name and address of the project site and ask for assistance.

Submit Project Plan Review Form

- On Available Applications page, click on the Business Applications link about mid-center of the page.
- Use the Filter By Service drop down to select the correct project site. Once you have selected the site, you will find the Building Code Plan Review Submittal form under the Applications bar.

DPS Home | SFM Home

Welcome, Cindy Lou *Who | Logout

My Account

- Applications
- Continue
- Checkout
- Transaction
- Review

Business

Lookup

Available Applications

Click on the **Apply Now** button to the right of the applicable form below. If you do not see the **Apply Now** button, the form **MAY** already have been started. Click on the **Continue** link in the left-hand navigation pane to access the form.

For RME, installer, or individual blaster forms, click on [View My Applications](#).

If you do not see the needed application form below, please click the Continue link in the navigation pane to see if the form was already started.

Commercial Explosives:
[Employee Possessor List Excel Template Download](#)
[Training Equivalency Affidavit Form Download](#)

My Applications | **Business Applications**

Filter By Service: Whoville Daycare (None) [v]

- No Service Selected
- Whoville Daycare (None)
- Whoville High School (None)

Whoville High School
987 Who Rd, Lakeville, Minnesota 55044

Applications Action

Building Code Plan Review Submittal

Plan review application form to request review of architectural, fire alarm, fire sprinkler/suppression, specialized door locking mechanism, etc. projects.

Apply Now

Project Building Site Details

- A field called “Project Name (if different from site name)” is provided for you to indicate additional information about the site. This field is especially important for large projects where the project site address may be the same, but there are different floors, suites, etc. to the facility. This field will help you and our staff identify a project.
- Once the plan review form has been submitted, it will be checked for completeness and the correct fees calculated and a second email is sent with an invoice attached.
- The second email will indicate the plan review number assigned to your project. Please use this number going forward to reference the project in any correspondence and when you send the full set of drawings and electronic documentation required.

Plan Review Comments

- The plan review comments form will be similar to past comment letters you may have received from SFM plan review staff, but in a form layout. Please read each comment form carefully so as not to miss responding to any items. Responses are required for any General Code Comment box that was checked, as well as any specific Plan Review Comments listed below.

Plan Review Response

- If the plan reviewer comment form indicated a response is required, locate the Initial Plan Review Response form online under your project site plan submittal. Click on the Applications link in the left-hand navigation pane and then click on the Continue link. Find your project site and expand the submittal if necessary (click on the inverted ^ left of the submittal line). Click on the Continue button next to the Initial Plan Review Response form.

Welcome, Cindy Lou *Who | Logout

Continue My Applications

Click the grey header bar below to expand the application. Click on the Start or Continue button to access the form.

This section allows you to work with the forms for applications that you have already started. Click *Start* to work with forms you have not yet started filling out, *Continue* for forms that are still in progress or the *PDF* icon to view a form that you already completed. Forms that have been completed (submitted) cannot be edited.

You may see "Forms: 1 of _ completed" after you submit your application. This is because we have internal forms we use for our process that you won't see. If you do not have a form listed with a Start or Continue button available, you do not have any additional forms to complete under that application.

Form	Requested	Completed	Action
Building Code Plan Review Submittal	Dec 18, 2018	Dec 18, 2018	View PDF
Initial Plan Review Comments	Dec 20, 2018	Dec 20, 2018	View PDF
Initial Plan Review Response	Dec 20, 2018		Continue

Complete Plan Review Response Form

- For each code section included in the plan reviewer's comments, you must enter the code section and your comment response. You will want to periodically click the Save button at the bottom of the page to avoid losing your responses before you submit the form.
- You will not receive any email confirmation regarding the submittal of your response. Once the plan reviewer has reviewed your response document, you will receive an email with the Additional Plan Review Comments form attached addressing your response. If necessary, a second response may be required.