

GUIDELINE ON HOW TO LABEL PLAN REVIEW ATTACHMENTS AND E-MAIL SUBJECT LINE TITLE

SUBJECT LINE OF E-MAIL FOR PLAN REVIEW SUBMITTALS – FIREPREVENTION@STANCOUNTY.COM

- **ADDRESS OF PROJECT – TYPE OF SUBMITTAL – NAME/TITLE OF PROJECT**

Example: 1010 10th Street Suite 3538 Modesto – Sprinkler plan review submittal – Project X

Example: 1010 10th Street Suite 3538 Modesto – Fire Alarm plan review submittal – Project X

- **APPLICATION FORM - SPRINKLER PLANS – NAME/TITLE OF PROJECT (NAME OF PROJECT THAT IS ON THE PLAN):**

Example: APPLICATION FORM – SPRINKLER PLAN – PROJECT X

Example: APPLICATION FORM – FIRE ALARM PLAN – PROJECT X

Example: APPLICATION FORM – HOOD & DUCT PLAN – PROJECT X

Example: APPLICATION FORM – UNDERGROUND PLAN – PROJECT X

Example: APPLICATION FORM – HYDRANT PLAN – PROJECT X

- **TYPE OF PLAN, PLAN DATE (DATE WHEN PLAN WAS DESIGNED), NAME OF PROJECT**

Example: SPRINKLER PLAN 6-1-18 PROJECT X

Example: SPRINKLER PLAN DELTA 1 DATED 6-12-18 PROJECT X

Example: FIRE ALARM PLAN 6-1-18 PROJECT X

Example: FIRE ALARM PLAN DELTA 1 DATED 6-12-18 PROJECT X

Example: HOOD & DUCT PLAN 6-1-18 PROJECT X

Example: HOOD & DUCT PLAN DELTA 1 DATED 6-12-18 PROJECT X

Example: UNDER GROUND PLAN 6-1-18 PROJECT X

Example: UNDER GROUND PLAN DELTA 1 DATED 6-12-18 PROJECT X

Example: HYDRANT PLAN 6-1-18 PROJECT X

Example: HYDRANT PLAN DELTA 1 DATED 6-1-18 PROJECT X

*****NOTE: consolidate separate pages of sprinkler plan into 1 attachment**

- **TYPE OF CALC, DATE OF CALC, NAME OF PROJECT**

Example: HYDRO CALC 6-1-18 PROJECT X

Example: HYDRO CALC 1 DATED 6-1-18 PROJECT X

Example: HYDRO CALC 2 DATED 6-1-18 PROJECT X

Example: SEISMIC CALCS 6-1-18 PROJECT X

- **MATERIAL DATA SHEETS, NAME OF PROJECT**

Example: MATERIAL DATA SHEETS PROJECT X

*****NOTE: put all material data sheets as 1 attachment**

- **SUPPORTING DOCUMENTS:**

Example: FLOW TEST 6-1-18 PROJECT X

Example: WELL REPORT 6-1-18 PROJECT X

Example: CORRECTION LETTER 6-1-18 PROJECT X

Please note: one email per plan submittal, per project.