



**MICHAEL R. PENCE, Governor**  
**STATE OF INDIANA**

**INDIANA DEPARTMENT OF HOMELAND SECURITY**

**DAVID KANE, EXECUTIVE DIRECTOR**



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Indianapolis, IN 46204  
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## **Checklist for an Architectural Submittal**

To qualify for an architectural release, an applicant must provide a complete application form (ACDR) indicating the architectural scope of work, and a complete set of architectural drawings demonstrating compliance with all applicable building laws and fire safety laws. Minimum submittal requirements for the architectural scope include the following, as applicable:

- A sheet index that accurately reflects the drawing sheets provided in the project submittal.
- A site plan, drawn to scale, showing dimensioned location of the building relative to property lines, adjacent buildings on the same property, as well as widths of any streets or easements bordering the property (this requirement applies to projects consisting of new buildings, additions to existing buildings, and any remodeling or alteration projects in which the existing building is undergoing a change of occupancy group or use);
- Fire and life safety plans of the entire building showing graphically, or by legend, the location and fire rating of all building elements affecting life safety and egress, including rated assemblies, stair enclosures, shaft enclosures, egress components, occupant loads and exit travel distances;
- For alteration projects, a demolition floor plan that accurately indicates existing construction to remain, as well as demolition work;
- Detailed dimensioned floor plans drawn to scale, for all floors, showing such items as wall locations and configurations, room numbers and names indicating the nature of the use of the spaces, fixture locations, doors, windows and accessibility information, as well as any other features and plan information necessary to demonstrate compliance;
- Door schedule indicating types, sizes and fire-ratings;
- Exterior elevations with key height dimensions;

- Building sections, sections of key elements such as walls (exterior and interior), stairs and ramps, with material indications, insulation R-values, dimensions and any other details necessary to fully illustrate design intent and compliance;
- Accessibility details, including access to building, accessible routes, ramps and walks with slopes indicated, dimensioned toilet room plans and clearances, fixture heights, grab bars, door clearances, special seating accommodations, etc.;
- Where required, a building envelope compliance report from an accepted computer energy modeling compliance tool such as COMcheck or other compliance software, or other methods approved by DFBS or the Fire Prevention and Building Safety Commission, demonstrating compliance with the requirements of the current Indiana Energy Conservation Code (675 IAC 19-4) (COMcheck reports must be run with current software, must show passing performance and must include the accompanying Inspection Checklist Report, which must report a score of no less than 100%);
- For projects for which a design professional is required and where energy conservation details are required, the compliance report must be signed and sealed by the design professional who has taken responsibility for that scope on the drawings and the application;
- For those projects for which a design professional is required, each page of all drawings must bear the seal and signature of that design professional;
- Any additional information that may be necessary to illustrate design intent and demonstrate full compliance with the applicable building and fire safety laws and the rules of the commission;
- No plans may be labeled “Preliminary,” “Not for Construction,” “For Reference Only,” “Future,” “Optional” or the like. They are unacceptable for plan review purposes.