



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE & INSURANCE**

Division of Fire Prevention
Codes Enforcement Section
500 James Robertson Parkway,
Davy Crockett Tower
Nashville, TN 37243-1162

Phone: 615-741-7190 Fax: 615-253-3267

<http://www.state.tn.us/commerce/sfm/fpcesect.html>

PLAN/DOCUMENT SUBMITTAL COVER LETTER

This cover letter must be included with all submittals

Preliminary meeting with: _____ Date: _____

Submittal Date: _____

TFM # (if one has been assigned): _____

Original Submittal: Resubmittal:

Project name: _____

Physical address of project: _____

Plans reviewer (if one assigned): _____

Person/firm submitting documents: _____

Address: _____

Phone number: _____

Documents being submitted:

- Construction plans (two sealed copies):
- Specification manual (one sealed copy):
- Sprinkler shop drawings (two copies signed and dated by the RME, and reviewed and Stamped by the engineer of record):
- Addenda/architectural supplemental instruction (ASI)/Change Order, etc. (two sealed copies):
- Other:

Fee: \$