



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF FIRE PREVENTION
STATE FIRE MARSHAL'S OFFICE
500 James Robertson Pkwy
Nashville, TN 37243-1162
615.741.7190

NOTICE

Date: 1-12-12
From: Codes Enforcement Section
To: Building Designers and Building Owners
Re: Improvements to the Architects' and Engineers' Plans Submittal Portal

The State Fire Marshal's Office has added several new features to the Architects' and Engineers' Plans Submittal Portal (<https://apps.tn.gov/tnsfmo/>). The Plans Submittal Portal allows construction drawings and other documents to be submitted online. The new features include:

- A new *Mail in Check* payment option. This will allow the project information and documents to be submitted online even if the fee will be paid by a paper check through the mail. The project will not be reviewed until all fees have been received.
- Architect or Engineer information will be optional for some smaller projects. There are some smaller projects that do not require construction drawings with the seal of a licensed architect or engineer. This update will allow these smaller projects to be submitted through the Plans Submittal Portal without requiring information for an architect or engineer.
- Project statuses available to public. A project status search will let anyone search for a plans review project and see its current status.
- Improved process for receiving new projects. The process for receiving new plans review projects has been improved by automating some of the data entry. This will reduce the time it takes to assign a project to a plans examiner.
- Minor changes that clarify submission questions and responses.

The Plans Submittal Portal was launched in December 2009. Since then, over 1,000 plans review projects have been submitted online. This year more than 70% of all plans review projects were submitted online.

The goal of the update is to allow more projects to be submitted online and to improve the overall user experience. These improvements reflect our commitment to a quick, easy and efficient method to submit construction documents. We appreciate the ideas and comments from the design community that help us provide better service.