

MEMORANDUM

FROM: Captain Alvin Floyd
Jacksonville Fire Marshal's Office

TO: All Companies Submitting Plans for Fire Marshal Review

Effective Immediately

Plans submitted for review will require the following time allowances:

- Fire Sprinkler Plans
 - New Buildings 15 days
 - Relocates over 100 heads 15 days
 - Relocated 99 heads and less 10 days
- Underground Fire Protection Mains 10 days
- Engineering Fire Systems
 - Under 2500 sq ft 10 days
 - 2501 sq ft and over 15 days
- Pre-engineering Fire Suppressions Systems
 - Hoods, paint booths, etc 10 days
- Grease hoods, paint booths, etc.
 - Mechanical drawings 10 days
- Fire Alarms
 - New buildings & systems 15 days
 - Relocates greater than 2500 sq ft 15 days
 - Relocates less than 2500sq ft 10 days
- Exhibits, layouts etc. 10 days
- Above Ground tanks 10 days

A phone number or email address shall be provided with the permit application. We will attempt to contact the submitter when the plans are ready for pickup. Please do not call unless you have not heard from us in the allotted time. Should a need arise for a rush plan review, after hours reviews may be arrange by calling (904) 255-8560.

Remember, all the time is stated in working days, not calendar days.