



Electronic Submittal Requirements: Guidance for Contractors and Municipalities

Electronic submittals solve many of the logistical hurdles posed by hard copy submittals. However, they create their own hurdles such as file size, file organization, and inconsistent file transfer methods. These requirements are important to Lund Fire Protection because many different contractors provide submittals to us. Following this guidance will minimize review time and maximize review accuracy. Failure to follow this guidance may prohibit Lund Fire Protection from reviewing the submittal and necessitate a hard copy submittal for completion of the review process.

Important Note: Submittal guidelines for specific types of systems are not contained in this document, please reference other LFP Submittal Requirement documents for specifics related to each type of system.

File Format and Organization

- All files submitted for review, including drawings, calculations, product data, and supporting documentation should be submitted in .PDF format.
- Where a file contains many components, it should be bookmarked. For example, if a submittal is consolidated into a single file, bookmarks should include, but not be limited to: drawing page(s), calculations, and specific product data files (for each component).
- Files should not include scanned images.
- Files should be optimized and flattened.
- Text within the files should be searchable.

File Transmittal to Lund Fire Protection

- Files should be transmitted to Lund Fire Protection (info@lundfp.com).
- Files should be transmitted using applications or websites which provide a link to Lund Fire Protection for download.
- Files should not be transmitted using applications or website which require Lund Fire Protection to create a user account, pay use or subscription fees, or download software.
- Files should not be e-mailed as attachments unless they are 10 MB or smaller.

Lund Fire Protection Review and Return of Files

- Lund Fire Protection's review letters will not be different than those associated with hard copy submittals.
- Lund Fire Protection will electronically annotate the electronic submittal.
- Upon completion of review, Lund Fire Protection will transmit the electronically annotated submittal and associated letter to the municipality, and notify the submitter of the completed review.
- This transmittal will utilize an application or website which does not require the municipality or submitter to create a user account, pay use or subscription fees, or download software.
- Lund Fire Protection may e-mail files directly to the municipality when they are 10 MB or smaller.

"Working Together to Keep Your Community Safe"