



## Electronic Submittal Requirements: Guidance for Contractors and Municipalities

Electronic submittals solve many of the logistical hurdles posed by hard copy submittals. Currently all municipalities prefer electronic 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.

**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 application, drawings, calculations, product data, and supporting documentation should be submitted in .PDF format.
- Submittal components (e.g. application, drawing files, calculations) should be submitted as **separate** files.
- When submittal components contain several pieces (e.g. product data sheets) it should be submitted as a single .PDF file and bookmarked.
- Files should not include scanned images.
- Files should be optimized and flattened and reduced to the smallest possible file size.
- 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.

### Payment for Electronic Review

- Payment must be submitted by a physical check with physical copy of LFP application submitted to:

| Mailing Address for U.S. Postal Service  | Physical Address for other Parcel Services  |
|--|---|
| Plan Review<br>Lund Fire Protection, Inc.<br>P.O. Box 459<br>Norwalk, Iowa 50211 | Plan Review<br>Lund Fire Protection, Inc.<br>124 Balfour Drive<br>Norwalk, Iowa 50211 |

- Credit Cards are not an acceptable form of payment.
- Review of submitted documents will not commence until payment is received.

### Lund Fire Protection Review and Return of Files

- 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 with proof of payment.
- 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.

***“Working Together to Keep Your Community Safe”***

P.O. Box 459                      Norwalk, IA 50211                      www.lundfp.com  
(p) 515.981.0912                      (e) info@lundfp.com