



Checklist for an Electrical Submittal

To qualify for an electrical release, an applicant must provide a complete application form (ACDR) indicating the electrical scope of work, and a complete set of electrical drawings demonstrating compliance with all applicable building laws and fire safety laws. Minimum submittal requirements for the electrical scope include the following, as applicable:

- Power and lighting plan(s) illustrating the electrical distribution system;
- Information illustrating or identifying the size and type of service equipment and controls;
- Information illustrating or identifying the grounding methods;
- Information illustrating or identifying the emergency and standby power systems;
- Where required, a compliance report from an accepted computer energy modeling compliance tool such as COMcheck or other compliance software, or other methods approved by DFBS or the Fire Prevention and Building Safety Commission, demonstrating compliance with the interior lighting/power and exterior lighting requirements, as applicable, of the current Indiana Energy Conservation Code (675 IAC 19-4) (COMcheck reports must be run with current software, must show passing performance and must include the accompanying Inspection Checklist Report, which must report a score of no less than 100%);
- For projects for which a design professional is required and where energy conservation details are required, **the compliance report must be signed and sealed by the design professional who has taken responsibility for that scope on the drawings and the application;**
- For those projects for which a design professional is required, **each page of all drawings must bear the seal and signature of that design professional;**
- Any additional information that may be necessary to illustrate design intent and demonstrate full compliance with the applicable building and fire safety laws and the rules of the commission;
- No plans may be labeled “Preliminary,” “Not for Construction,” “For Reference Only,” “Future,” “Optional” or the like. They are unacceptable for plan review purposes.