



Checklist for a Partial Filing Submittal

To qualify for a Partial Release, an applicant must provide a complete application form (ACDR) marked as “Partial” at the top of the form, and indicating the scope(s) of work to be performed, and a complete set of drawings demonstrating compliance with all applicable building laws and fire safety laws. Minimum submittal requirements for a Partial filing include the following, as applicable (for additional information, please refer to the submittal checklists for each individual scope involved):

- Complete, clear and accurate plans (certified as applicable) provided for the scope(s) indicated on the submitted Partial application form;
- For alteration projects, a demolition floor plan that accurately indicates existing construction to remain, as well as demolition work specific to each scope for which a release is requested;
- Where required, scope-specific compliance reports 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 requirements 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(s), 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 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.