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OFFICE OF THE STATE FIRE MARSHAL
WV State Fire Commission - 4th Floor North
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September 26, 2024

Re: **Announcement of New Electronic Plans Review Submittal and Review Process**

To: All Stakeholders (Design Professionals, Contractors, Municipal and County Government)

We are pleased to announce the upcoming implementation of the new Electronic Plans Submittal and Review process as noted in the State Fire Code, Section 2.1.d which will become effective on January 1, 2025.

We are working with a vendor to have beta testing in place by December 1, 2024. Our intentions are to eliminate hard copies of drawings/plans being submitted after November 15, 2024, and only accepting PDF versions of the drawings/plans on flash drives for review purposes the remainder of the calendar year.

Please Note: For those who will participate with the beta testing, PDF drawings will be submitted via email into a specific agency file.

These new submission processes will incorporate all architectural, mechanical, electrical, plumbing, and fire protection system drawings.

To ensure timely response and turn around for all future submissions, we will require and expect that all drawings/plans shall include a Life Safety Plan and Building/Fire Code Analysis form with emphasis on the applicable fire codes (NFPA 1, NFPA 101, Other applicable NFPA Codes, & State Fire code).

More details will follow by no later than October 21, 2024, via our website: https://firemarshal.wv.gov/Pages/default.aspx

Should you have any further questions about this new information and requests, contact us through submitting an email at: firecommissioner@wv.gov

Yours for better fire protection,

Kenneth E. Tyree Jr.
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State Fire Marshal