



Plans Division

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Plan Submittal Process

- Apply online at sfm.nebraska.gov/plans/plans-submittal
- Electronic Plan Submission vs. Electronic Addendum/Revision Form
- We do not accept emailed or ShareFile applications

Plans Submittal

Electronic Applications

Electronic Plan Submission

- Ensure you are providing the city assigned address under "Location Information" as other agencies (DHHS, city building divisions, etc) need the addresses provided to MATCH; exceptions will be made for Preliminary Plans.
- Plans attachments should be submitted in 1-3 files in PDF format and under 4 GB (4,000 MB) total (Do not attach file folders, ZIP folders, or photos) This application requires either Google Chrome or Edge (formerly Firefox).
- For emergency generators located at cell towers, please apply through the Fuels Division under "AST Install Application".

Electronic Addendum/Revision Form

- A prior Plan Submission number is required (meaning you have submitted to the State Fire Marshal's under "Electronic Plan Submission". Your plan number is contained in the Email Subject sent to you when a plan is placed into "Awaiting Assignment". It is in a (MM###-YY) format.

Plan Submittal Process

- Existing Customer vs New Customer
 - You're a **New Customer** if:
 - Your Company has never submitted electronically
 - You yourself have never submitted electronically
 - You have submitted but your contact information has changed
- Contact Person
 - Must be someone who can answer questions about the plan or application
 - Double check the Contact Email and Contact Phone are correct!

(*) REQUIRED FIELD TO BE COMPLETED. INCOMPLETE FIELDS WILL RESULT IN A REJECTION LETTER (*)

Select to proceed *

- ☒ Existing Customer (You have submitted plans previously)
- ☐ New Customer (First time submitting plans to **State**)

Submitting Party Information

Submitting Party *

State of NE Dept. of Corrections

Address *

801 West Prospector Place

Contact Person *

Jill Edelman

City *

Lincoln

State *

NE

Zip *

68507-0000

Contact Email *

jill.edelman@nebraska.gov

Contact Phone *

402-000-0000

Additional Individuals Receiving Code Review

Owner Email Address (if different than submitting party)

Architect Email Address (if different than submitting party)

Contractor Email Address (if different than submitting party)

Other Email Address

Plan Submittal Process

- Location Information
 - Use the Example for how to separate out the address
 - Use the **City Assigned** address
 - Only 1 building per application
 - EX: If an apartment complex as 3 buildings, A, B, & C, each building will need its own submission.
- Delegated Authorities
 - We defer to the Delegated's when it comes to jurisdiction

Location Information

EX. 123 W Main St N

Number = 123, Prefix = W, Street Name = Main, Type = St, Suffix = N

Number

6000

Prefix

Street Name*

Hwy 2

Type

Suffix

Location Address

6000 Hwy 2

City*

Lincoln

NOTE: Do **not** add "NE" after the city name

County

Lancaster

NOTE: Do **not** use "NE"; leave blank if unknown

NOTICE: Your project location falls under the jurisdiction of a Delegated Authority. Please contact the Nebraska State Fire Marshal's main office at 402-471-2027 to verify jurisdiction coverage.

NOTE: This notice can be disregarded if submission is for **State Owned** or **CMS Facilities**

EX. 123 W Main St N

Number = 123, Prefix = W, Street Name = Main, Type = St, Suffix = N

Number

818

Prefix

S

Street Name*

Broadway

Type

St

Suffix

Location Address

818 S Broadway St

City*

Holdrege

NOTE: Do **not** add "NE" after the city name

County

Phelps

NOTE: Do **not** use "NE"; leave blank if unknown

Plan Submittal Process

- Project Information

- If the Location city triggers a **NOTICE**, check either State Owned or Health Care.
- Use the facility name (EX: “Runza – Plattsmouth” or “Nebraska Crossings Bldg 2”)
 - Do **not** use generic names like “Office Building” or “New Bin Project”
- Est. Start Date – Date Construction is projected to start
- Payment section – Please wait for us to email you an invoice.

NOTICE: Your project location falls under the jurisdiction of a Delegated Authority. Please contact the Nebraska State Fire Marshal's main office at 402-471-2027 to verify jurisdiction coverage.

NOTE: This notice can be disregarded if submission is for **State Owned** or **CMS Facilities**

Project Information

Project/Facility Name *

Buildings Intended Use (ex. Education, Restaurant, etc.)

State Owned?

☐ YES ☐ NO

Est. Start Date *

Est. Completion Date *

Plans Submitted to Local Authority for Review For Accessibility? *

☐ YES ☐ NO

If Health Care – Please complete the following:

Licensure Type?

CMS Certified?

☐ YES ☐ NO

If a Preliminary Code Review has been previously reviewed and approved, please indicate the Code Review number here:

If payment was made online, please indicate the Online Payment Order ID number:

Plan Submittal Process

- Project Information

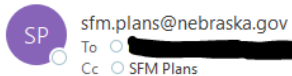
- Preliminary Plan

- The same as a Consult
 - No cost but you **must** resubmit the application and pay the review fee once the Preliminary Code Review
 - Typically for \$1,000,000+ projects at least 3 months out from the Estimated Start Date
 - Placed in the same queue as all other plans.

- Final Plan

- Turnaround time is within 10 business days.
 - Most plans are finished much quicker
 - Customer invoiced for Review Fee, NAG Fee (if applicable) and Late Fee (if applicable) using the email listed on the application.
 - Invoice sent to Submitting Party Contact
 - Sent within 1 business day of processing the application

NSFM - Plan Review Invoice for - [REDACTED] - 10097-22



Submitting Party: [REDACTED]
Contact Name: [REDACTED]

Below are the fees and payment instructions for Project/Facility Name:

[REDACTED]
1228 Cross Ave [REDACTED], NE [REDACTED]

Payment Information							
Plan Number	Project Cost	Review Fee	NAG Fee	Late Fee	Total Fee Due	Total Fee	Payment Date
10097-22	6500000.00	500.00	250.00	50.00	800.00	800	

Payments can be made online here: [Payment](#)

On this site you will select **Plan Review Fee** from the "Transaction Item" dropdown. Here is the information you will enter:

Project Name: [REDACTED] - 10097-22

Submitting Party Name: [REDACTED]

Submitting Party Email Address: [REDACTED].com

Submitting Party Phone Number: 308-[REDACTED]

To make a payment by check or money order, please make payable to **Nebraska State Fire Marshal - Plans Division**

and remit to:

246 S 14th Street
Lincoln, NE 68508

NOTE: If no payment has been made within 1 month of submission, the application is cancelled by our office.

Invoice will come from sfm.plans@nebraska.gov.

Plan Submittal Process

- Project Information

- Type of Plan

- Underground Fire Mains, Fire Pumps, etc are **each** separate from a “Building – Final Plan” submission
 - Fire Alarm & Fire Sprinkler Shop Drawings are submitted by those contractors
 - “Other” is rarely used – typically for car overhangs, etc.

Type of Plan *

Building – Final Plan
Building – Preliminary Plan
Building – Shell Only
Emergency Generator
Grain Storage/Handling
Other
Shop Drawings – Clean Agent Suppression
Shop Drawings – Dry Chemical Suppression
Shop Drawings – Fire Alarm System
Shop Drawings – Fire Pump
Shop Drawings – Fire Water Tank
Shop Drawings – Paint / Spray Booth
Shop Drawings – Range Hood / Suppression
Shop Drawings – Sprinkler System
Shop Drawings – Underground Fire Main
Site Plan – Anhydrous Ammonia Tank
Site Plan – Propane Tank

Project Description *

Addition
Alteration
Interior Finish
New
Other
Rehabilitation
Remodel
Renovation
Repair
Upgrade

Plan Submittal Process

- Project Information
 - Construction Type
 - Leave blank if you're unsure
 - Est. Project Cost
 - Amount should be only what is being submitted
 - For "Building – Final Plans" leave out Underground Fire Main, Fire Alarm, Fire Sprinkler, etc from the Project Cost estimate

Number of Levels (including Sub Levels)

Construction Type: (ex. IIB or VB)

New

Existing

Fire Protection Features (If Provided)

☐ Total Sprinkler

☐ Partial Sprinkler

☐ Range Hood System

☐ Fire Alarm System

☐ Fire Extinguishers

☐ Other

Est. Project Cost*

The *Estimated Project Cost* includes the total value of construction work being performed covered under this application. The total value of the sprinkler systems, range hoods, fire alarms, and underground fire mains are not included in the project cost and shall be covered under a separate submission.

Plan Submittal Process

- Construction Documents
 - File Size
 - Up to 4 GB (4,000 MB) – can equal up to 1,000s of pages
 - File Type
 - PDFs are preferred; system will reject ZIP folders, folders, and pictures
 - Must be consolidated into 1-3 PDF files
 - 5+ files with single pages will result in a rejected application
 - File Quality
 - Professional quality is strongly preferred
 - Will accept clean, printed drawings that are easy to read – hand drawn plans that are difficult to read will result in a rejected application
- Seal of a State Registered Engineer or Architect
 - Visit <https://ea.nebraska.gov/flowcharts> to find out if the seal is required

Construction Documents

Upload Construction Document(s) here. Max individual file size is 4 GB. All uploads **must** be grouped by category (Architectural in one file, shop drawings in one file, Specs in one file, Calculations in one file, etc.). Files that are not combined may result in significant delays in your processing time, larger files will take a bit to appear after upload.

***NOTE:** File(s) must be uploaded to Submit application.

Attachments

Plans that do not bear the seal of a State Registered Engineer or Architect may be in violation of State Law.

Do the submitted plans bear the seal of a State Registered Engineer or Architect?

☐ Yes ☐ No

Plan Submittal Process

- Review Process & Follow-Up
 - Follow-Up using “Check Your Submission Status” Excel document
 - Updated weekly, typically on Mondays
 - Review Process turnaround is within 10-business days
 - Typically, shorter than the 10-business day estimate; kept at this estimate in case an Examiner is sick or on vacation
- Expedited Plan Review Process
 - No longer encouraged as our turnaround time is identical and costs substantially more than our regular system

Check Your Submission Status

Check Your Submission Status

Description:

UPDATED: 6/5/2023, Monday

Sort by four categories: Plans Under Review, Plans Awaiting Assignment, Plans Awaiting Payment, and Completed Plans (within the last month).

Check Your Submission Status

- Updated weekly. Check the status of a Plans Application in one of four status categories.
- **Make sure you have sfm.plans@nebraska.gov marked as "Not Spam" to received OnBase's automated messages.**

Expedited Plan Review Process

- To qualify for an Expedited Plan Review, please follow the steps listed in the above document carefully. Correct labeling of the plan is required to be considered for the expedited process.
- **NOTE:** Our regular review time is now in line or quicker than the guaranteed 10 day turnaround promised by the Expedited Plan Review Process.
- **Applications missing the "3RD PARTY" designation will be entered into the regular queue. Please review the instructions carefully.**
- **Local and Delegated Authorities and their associated Plan Examiners are not considered Third Party Reviewers and should not be used as such.**
- The Third-Party Reviewer should be impartial and not in-house.

Jurisdictional Arrangement

- Delegated Authorities

- <https://sfm.nebraska.gov/delegated-authority-and-local-authority>
- In accordance with State Statute, the State Fire Marshal delegates authority to local fire prevention personnel in nine cities.
 - Bellevue (2 mi), Boys Town, Grand Island (2 mi), Hastings (2 mi), LaVista (2 mi), Lincoln, Norfolk (2 mi), North Platte (2 mi), Omaha/Elkhorn (3 mi), Papillion (2 mi), Scottsbluff (2 mi), and UNL/UNO/UNK
 - Each city has a jurisdictional radius outside the city limits.
 - We defer to the Delegated Authorities if an address is in question
 - Our office review State and federally owned properties and CMS-certified facilities in these Delegated Authorities.

BELLEVUE

Fire Marshal Chief Don Gifford
Bellevue Fire Department
211 W 22nd Ave Bellevue, NE 68005
Phone: (402) 682-6630
Email: Donald.Gifford@bellevue.net

BOYS TOWN (NO FLST)

Fire Chief Nick Thoreen
Boys Town Fire Department
242 Monsky Dr
Boys Town, NE 68010
Phone: (531) 355-1136
Email: nick.thoreen@villageofboystown.org

GRAND ISLAND (NO FLST)

Chief Phillip Thomas
Fire Prevention Division
Grand Island Fire Department
100 E 1st St / P.O. Box 1968
Grand Island, NE 68802-1968
Phone: (308) 389-0228
Email: phillipt@grand-island.com

NORTH PLATTE

Fire Marshal Mike McConnell
North Platte Fire Department
Office of Fire Investigation & Prevention
715 S. Jeffers St
North Platte, NE 69101
Phone: (308) 535-6768
Email: mcconnellMA@northplattene.gov

OMAHA / ELKHORN

Assistant Fire Marshal Sheena Glover
Fire Prevention Division – Omaha Fire Dept.
1516 Jackson St
Omaha, NE 68102
Phone: (402) 444-5799
Email: omaf-fpd@cityofomaha.org
- FLST
Captain Craig "Chip" Schneider
(402) 660-0846
Craig.schneider@cityofomaha.org

HASTINGS (NO FLST)

Risk Reduction Officer
Hastings Fire & Rescue
1313 N. Hastings Ave.
Hastings, NE 68901
Phone: (402) 462-7155

LINCOLN

Chief Inspector Bill Moody
Lincoln Fire Prevention Bureau
555 S 10th St
Lincoln, NE 68508
Phone: (402) 441-7791
Email: bmoody@lincoln.ne.gov

NORFOLK

Fire Marshal Sean Lindgren
Norfolk Fire Division at Norfolk Fire Dept.
701 Koenigstein Ave
Norfolk, NE 68701
Phone: (402) 844-2050
Email: slindgren@norfolkne.gov

PAPILLION / LA VISTA (NO FLST)

Director of Building and Fire Safety Brad Sojka, PE
City of Papillion
122 East Third Street
Papillion, NE 68046
Phone: (402) 597-2027
Email: bsojka@papillion.org

UNL, UNK, UNO

Richard Firebaugh (Building/Fire Marshal)
Facilities Planning and Construction
University of Nebraska – Lincoln
1901 Y St
Lincoln, NE 68588-0605
Phone: (402) 472-3652
Email: rfirebaugh@nebraska.edu

SCOTTSBLUFF (NO FLST)

Fire Prevention Officer Chris Perales
Scottsbluff Fire Department
1801 Ave. B
Scottsbluff, NE 69361
308-630-6227
cperales@scottsbluff.org

Jurisdictional Arrangement

- Local Authorities
 - <https://sfm.nebraska.gov/delegated-authority-and-local-authority>
 - Cities and counties with a building official conduct the Accessibility Code Review (NAG Review) in lieu of the State Fire Marshal's office.
 - Double check with the local city and county official before submitting
 - Some cities and counties may have requirements above and beyond state requirements
 - Cities and Counties are updated based on information provided by the city or county.
- Reservations
 - A tribal authorization letter & explanation are required to review plans located on Reservations.

Local Authority Cities

*Radius is the Jurisdiction radius outside city limits.

Albion (1 mi)	Alliance (2 mi)	Alvo	Arlington (1 mi)
Ashland	Auburn (1 mi)	Avoca	Bayard
Beatrice (2 mi)	Bennet	Blair (2 mi)	Cedar Creek
Ceresco (1 mi)	Chadron (2 mi)	Columbus (2mi)	Cozad (1 mi)
Crete (2 mi)	Dakota City (1 mi)	David City (1 mi)	Elmwood
Falls City (1 mi)	Firth	Fort Calhoun (1 mi)	Fremont (2 mi)
Gering (2 mi)	Gretna (1 mi)	Hallam	Hastings (2 mi)
Hickman	Holdrege (2 mi)	Homer	Jackson
Kearney (2 mi)	Lexington (2 mi)	Louisville (1 mi)	Lyman
Malcolm	McCook (2 mi)	McGrew	Milford (1 mi)
Minden (1 mi)	Mitchell	Morrill	Murray
Nebraska City (2 mi)	Nehawka	Ogallala (2 mi)	Panama
Plattsmouth (2 mi)	Pleasant Dale (1 mi)	Ralston (2 mi)	Roca
Schuyler (2 mi)	Seward (2 mi)	Sidney (2 mi)	South Bend
South Sioux City (2 mi)	Union	Wahoo (1 mi)	Washington
Waterloo	Waverly (1 mi)	Wayne (2 mi)	Weeping Water
York (2 mi)			

Local Authority Counties

*Radius is the Jurisdiction radius outside city limits.

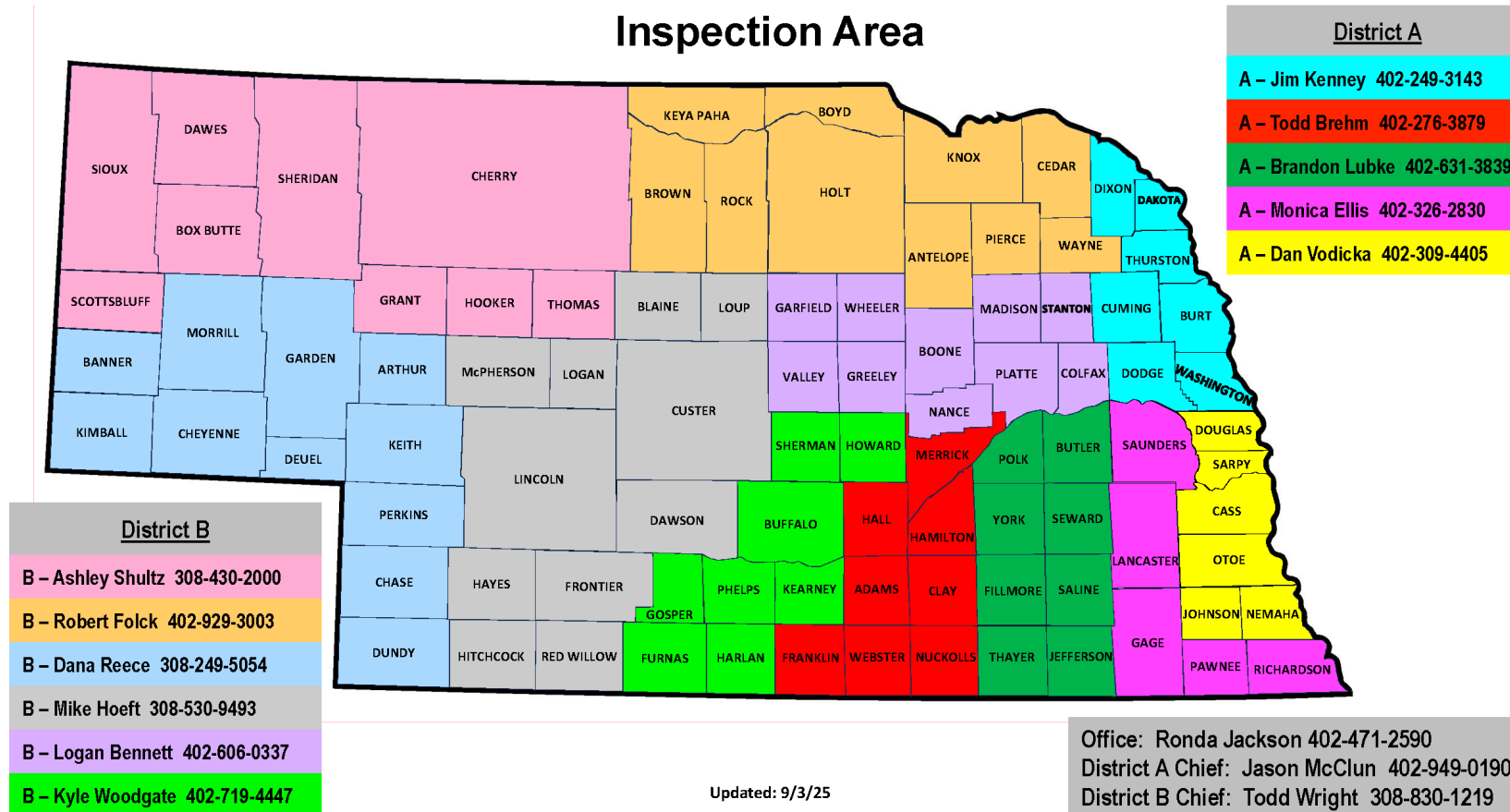
Boone County	Excluding: St. Edward
Cass County	
Douglas County	
Lancaster County	
Otoe County	Excluding: Burr, Douglas, Unadilla, Palmyra, Otoe, Syracuse
Sarpy County	
Saunders County (1 mi)	
Scotts Bluff County	
Washington County	

Jurisdictional Arrangement

- State Fire Marshal Deputies

- Inspections split into 2 Districts, District A and District B
- <https://sfm.nebraska.gov/agency/maps> - Inspection Area Map
- <https://sfm.nebraska.gov/agency/employee-directory> - Deputy contact information

Nebraska State Fire Marshal Inspection Area



NFPA vs. IBC

- We do not enforce IBC and do not address these Codes in our Review
- NFPA Code Analysis would be most beneficial as IBC codes and calculations are not addressed in our office
- We have no statutory enforcement ability with any IBC codes

<https://sfm.nebraska.gov/regulations#153> – Title 153

<https://sfm.nebraska.gov/regulations#156> – Title 156

Regulations: Title 153, Chapter 21, Title 156, NFPA 1; 2012 Edition, NFPA 101; 2012 Edition



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sfm.Nebraska.gov/plans/plans-submittal

Questions

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