

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
Public Safety Services



KATHLEEN BABINEAUX BLANCO
GOVERNOR

Office of State Fire Marshal
Code Enforcement and Building Safety
8181 Independence Boulevard
Baton Rouge, Louisiana 70806
225-925-4920



STATE FIRE MARSHAL

INTERPRETIVE MEMORANDUM 2006-06

To: Licensed Architects
Licensed Engineers
Licensed Sprinkler Contractors
Licensed Fire Alarm Contractors
Felicia Cooper, Administrator - Inspections
Stephen Gogreve, Manager
Boyd Petty, Manager
Gail Lorio, Supervisor of Health Care Inspections
Plan Review Staff

From: Henry Fry, Deputy Assistant Secretary
Don Zeringue, Chief Architect

Date: September 13, 2006

Re: **LOST DRAWINGS**

Occasionally, someone will call the office because they have misplaced their reviewed architectural plans or shop drawings and there has been much confusion on how to handle this situation. The purpose of this memorandum is to establish and clarify office procedures for lost documents.

All reviewed architectural plans and shop drawings that have been lost shall be resubmitted to the State Fire Marshal's Office with a base review fee and a letter from the owner or the owner's representative explaining that the plans have been lost and attesting that the drawings presented at this time are true copies of the original reviewed documents which have not been modified. Please be advised that an amended review letter shall be issued for clarification by the Plan Review Architect/Engineer who originally reviewed the project. The original review number (P0#) shall be identified with the wording, "RESUBMITTAL - LOST PLANS", in the subject line of the required letter, so the clerical section will send it to the proper plan reviewer for processing.

Note that this document supercedes the IM 2001-3 dated July 9, 2001.

DZ/FLF

09/13/06 – PAGE 1
RE:

"Is Yours Working"?? Smoke Detectors Save Lives !!
OFFICE OF THE STATE FIRE MARSHAL
8181 INDEPENDENCE BOULEVARD, BATON ROUGE, LA 70806
(504) 925-4911 1-800-256-5452