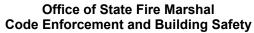
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Services



8181 Independence Boulevard Baton Rouge, Louisiana 70806 225-925-4920



STATE FIRE MARSHAL

INTERPRETIVE MEMORANDUM 2006-06

To: Licensed Architects

KATHLEEN BABINEAUX BLANCO

GOVERNOR

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

Henry Fry, Deputy Assistant Secretary From:

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