

# STATE OF NEBRASKA

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## MEMORANDUM

**Pete Ricketts**  
Governor

**Jim Heine**  
Fire Marshal

To: Parties Submitting Plans

From: Doug Hohbein  
Chief Plans Examiner

Date: January 28, 2015

Re: **Updated Plan Submittal Application**

Included with this document is a recently updated Plan Submittal Application. Please utilize this version of the Application when submitting plans to the State Fire Marshal's Office for review.

The updated Application simplifies the process by removing several seldom-used fields and clarifying important information related to fees.

Most important, the Application now includes expanded contact information fields. These contact fields have been added to ensure all interested parties receive our Code Reviews.

**Please note that the fields having an asterisk (\*) must be completed (or NA if not applicable). If these fields are not completed a rejection letter will be sent to you which will result in a delay in the review of plans.**

If you need copies of the Application or would like to use our Fee Calculator, please visit our website at [www.sfm.nebraska.gov](http://www.sfm.nebraska.gov).

Please contact me at [doug.hohbein@nebraska.gov](mailto:doug.hohbein@nebraska.gov) or 402-471-2027 with any questions.

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