

AHJ Submittal Checklist — Artificial Greenery

A working checklist for getting artificial greenery through venue, fire marshal, or building official review without a resubmittal. Print it, or work down it before you order.

How to use this document. Fire-test documentation describes how a material performed under specified laboratory conditions. It does not by itself establish that a product is acceptable for your project. The venue, fire marshal, building official, insurer, or other authority having jurisdiction decides what is required and what is accepted. Adoption cycles and local amendments change; treat this index as orientation and confirm the current requirement with your AHJ in writing.

1 · Establish the project and venue

- Record the address, use, occupancy or venue type, and whether the installation is temporary or permanent.
- Note the installation location, dimensions, and whether the greenery is freestanding or attached.
- Identify who reviews: the venue, the local fire marshal, the building official, the landlord, the insurer — often more than one.

2 · Ask the authority, in writing, what applies

- Ask which standard governs your specific installation: NFPA 701, ASTM E84, California Title 19, or another requirement.
- Ask what form of documentation they accept and whether it must name the exact product.
- Keep the written answer with the submittal — a verbal answer is not a record.

3 · Request documentation for the exact product

- Identify the specific product, foliage style, and backing you intend to install.
- Request the documentation available for that configuration. Documentation for one product does not transfer to another leaf style, backing, assembly, or installation method.
- Confirm availability before you rely on it in a schedule.

4 · Submit, then do not substitute

- Submit the product identification together with its documentation.
- If anything changes after approval — product, backing, mounting, quantity — re-confirm with the authority before ordering.
- Retain the approval and the documentation with the project closeout records.

What to have on hand when you call us

- Wall or run dimensions, and openings.
- Interior or exterior, and the exposure.
- Whether an authority has already stated a requirement in writing.
- Target dates for delivery and installation.

