



Planning & Development Services

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#603b Early Start Fire Sprinkler Requests

We frequently receive requests for approval to proceed with fire sprinkler installation work prior to approval of plans and issuance of a Fire Sprinkler permit.

While we wish to accommodate the construction process as much as possible, we have found it necessary to implement a specific policy for such early start requests in order to have adequate assurances that such work will be done in a satisfactory manner. The policy items are intended to protect the public safety, the City and the contractor as well.

Please follow the guidelines below for all Early Start requests. Be sure all items are addressed or we will not be able to consider the request. Not all requests will be approved; approval will still be subject to careful consideration of all relevant factors.

Plans must have been submitted prior to the Early Start Request. An Early Start Request must be in writing on your Company letterhead, addressed to PDS/Fire Division (Fax: 208-384-3867).

The following items shall be included in the request:

1. The permit number and the project address.
2. An explanation of the reason for the need to start work before a permit is issued. Include all extenuating circumstances surrounding the need for special approval. For example, failure to let contracts or to submit proper plans on a timely basis usually would not be considered sufficient grounds for approval; extraordinary review times by the City would be.
3. A specified scope and extent of work to be accomplished under the early start approval.
4. A specific commitment the work will be limited to, and not exceed, the specified scope of work.
5. A specific commitment that no inspections will be scheduled/requested prior to the issued permit and approved stamped plans being on site.
6. Your company's commitment that any work found during the inspection to not be in conformance with the approved plans and adopted International Fire and Municipal Codes will be corrected at your company's expense.
7. Indicate that any shutdown of existing fire protection system will be handled in accordance with IFC impairment handling procedures, which includes an impairment coordinator; notification of the Fire Department, local supervisors in the building; the building owner; and alarm company; valve tags; and prompt restoration of service and notification of such. This may also require a Fire Department approved fire watch.
8. Signed and dated by a responsible representative of the company.