



# PLANNING AND DEVELOPMENT SERVICES

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<b>PDS</b>	Document Number
	#604

## Fire Sprinkler Quick Permit Checklist

FIR #: \_\_\_\_\_

BLD #: \_\_\_\_\_

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

### Application Acceptance

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

### Eligible Projects

Quick permits are limited to modifications to existing systems where no hydraulics is necessary:

1. Relocation of existing sprinkler heads.
2. Change upright "shell sprinkler heads to pendent type heads on a head-for-head basis in new Tenant Improvements.
3. Projects that don't require new or revised hydraulic calculations.

### Application Submittal

Fire Sprinkler Quick Permit applications and plans can be submitted to the City by two methods. *This checklist must be completed no matter which method is used.*

1. **Electronic Submittal**  
Our ePlanReview system lets you submit documents and plans electronically for review. Go to [www.cityofboise.org/pds](http://www.cityofboise.org/pds) for more information.
2. **Paper Submittal**  
Paper submittals should be faxed to (208) 384-3753.

### Electronic Plan Review

- Fire Sprinkler Quick Permits are processed electronically using our ePlanReview system.
- After submitting the electronic application, you'll receive instructions via e-mail on how to log in to ePlanReview and upload plans.
- For more information, visit [pds.cityofboise.org/ePlanReview](http://pds.cityofboise.org/ePlanReview).

### Submittal Package Requirements

Yes

- Fully completed #604 - Fire Sprinkler Quick Permit Application and Quick Permit Checklist.
- Maximum area of work limited by plan sized requirements (Minimum of 1/8" scale, Font size not less than 10 point).
- Floor plan clouded to clearly identify all area(s) of work. Floor plan shall show the fire protection surrounding the new scope of work so that the existing fire protection can be verified that it is still within compliance and has not been compromised.
- Reduced scale site/floor plan illustrating the location and floor level of the area of modification.
- Manufacturer's specification sheet for all new sprinkler heads with SIN numbers clouded.
- Total number of sprinklers to be relocated, added and replaced.

### Turn Around Time

Quick permits will be processed in approximately 1 to 2 days.

### Approvals

To facilitate this response time for Quick Permits, no review comments will be attached to the approved plans. Approval of the installation will be subject to satisfactory inspection in accordance with NFPA 13.

### Signature of Applicant

*I, the undersigned, have completed the above checklist noting all pages and supporting documents for the project.*

\_\_\_\_\_  
Signature of Submitting Design Professional of Record

\_\_\_\_\_  
Date