



Fire Sprinkler Overhead/Underground Permit Submittal Checklist

FIR #: _____

BLD #: _____

Date: _____ Project Name: _____

Site Address: _____

Application Submittal

Fire Sprinkler 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 pds.cityofboise.org/ePlanReview for more information.

2. Paper Submittal

Paper plans must be reviewed at a plan intake meeting where staff will verify that the project submittals are complete. The meeting is not a "plan review" for code compliance. The applicant is responsible for contacting staff members if additional consultation is required.

Application Acceptance

The following is a list of basic requirements for plans submitted for permit approval. It is not intended to be considered a complete list of all applicable code requirements or to relieve the applicant from compliance with any code requirements.

- A fire sprinkler permit application shall be provided as the cover document for all plan submittals and resubmittals.
- All sections of the application shall be correctly and completely filled out.
- The applicant shall be responsible to ensure that design specifications and plans are complete and in compliance with the requirements of the International Fire Code and applicable standards.

Instructions

- Complete the Project Information section, check (☑) the appropriate boxes and sign this checklist. The staff member conducting the plan review will verify that all required information is included.
- The checklist is not complete unless all information is filled out, all appropriate boxes are checked, and all plan page numbers are listed.

Checklist

Submittal Type

Yes N/A

- Initial application (First Submittal)
- Resubmittal addressing correction items.
- Plan Modification/inspection upgrade of existing building (Plan changes after approved plans have been issued)

Design Description

Yes N/A

- NFPA 13
- NFPA 13R
- NFPA 13D
- NFPA 13D Modified
- Live Work Unit

Documents Provided

Note: If using ePlanReview to submit electronic files, only one (1) copy of each document is required. Paper submittals require additional copies as noted.

Documentation Provided: (If submitting for paper review, submit 3 copies of all documentation)

Yes N/A

- Form #603 – Fire Sprinkler Permit Application – all pages
- Form #603 – Fire Sprinkler Hydraulic Calculations Summary Sheet
- Fire sprinkler plans
- Seismic Sway Bracing Calculations (Lateral and Longitudinal) shown in the exact same format indicated in NFPA
- Signed Copy of Owner’s Certificate
- Water Supply Information from local water purveyor (within last 12 months).
- Manufacturer’s Specification Sheet for each Sprinkler Type and all other Devices
- Hydraulic Calculations in the form specified in the latest edition of NFPA 13.
- Existing system design information including: type of system, design of system (tree, grid, loop, etc.), sprinkler spacing, hydraulic information, pump information, water supply used.
- High Piled/Rack & Combustible Storage
- Pre-action release/detection system drawings and details.

Plan sheets: *Shall be drawn to an indicated scale on sheets of uniform size, with a plan of each floor and show those items from the following list that pertains to the design of the system.*

Yes N/A

- All plan sheets shall include title block, name and address of project, name and address of contractor
- Point of compass
- Full height cross section of building *with fire protection piping shown* (including structural information)
- Site plan (Include streets, adjacent buildings, property lines with a clearly marked North arrow)
- Sprinkler head legend provided on *cover sheet* with total number of each type of sprinkler for the entire project.
- Sprinkler head legend provided on *each sheet* with total number of each type of sprinkler on that sheet. Sprinkler legend to include: Make, Type, Model, K-Factor, Sprinkler Identification Number, *Maximum spacing that has been used in the hydraulic calculations* for each sprinkler type.
- A graphic representation of the scale.
- Total area protected by each system on each floor.
- Clearly differentiate full height walls (walls to the deck) from partial walls and fire walls
- Lights (Indicate if they are surface mounted or flush) (Required on 13D and 13R)
- Occupancy class of each room.
- Any small enclosures in which no sprinklers are to be installed. (Clearly indicate why sprinklers are not being installed in these areas.)
- Pipe type and wall thickness.
- Nominal pipe size and cutting lengths.
- Type and location of hangers, sleeves and braces (Zone of influence shown on plans)
- Riser Detail including: valves, backflow preventer, exterior bell, monitor switches, flow switches, air maintenance device, quick opening device, etc.
- Hanger details
- Floor level control values (See BMC)
- The forward flow test piping, valving and the *required pitot pressure*.
- Where the permitted work is an addition to an existing system, enough of the existing system shall be indicated on the plans to make all related code conditions clear. This includes enough of the system surrounding the scope of work to make it clear if the existing fire protection has been compromised.

