



## **Fire Protection Permit Procedures** *Effective 11/1/99 (Updated 05/11/05)*

### **I. Sprinkler, Standpipe and Fire Pump Permits**

#### **A. Permit Procedures**

1. A permit is required for all work involving sprinkler, standpipe and fire pump installations, additions or modifications. For work also requiring a building permit, the building permit is to be issued prior to submitting for a fire protection permit.
2. Work requiring a fire protection permit may not begin until submittals have been reviewed and approved by the Building Department and the permit has been issued. For submittal requirements, see Section I-B, below.
3. A Permit Application, completed in full and signed by the applicant, is to be included with all submittals. Applicants must make submittals in person at the Building Department, 140 W. Patrick Street, between the hours of 7:00 a.m. and 4:00 p.m.
4. The permit fee, paid with a check made out to the City of Frederick or cash, is due at time of submittal. Submittals will not be accepted without payment. A summary of permit fees is included in Attachment A.
5. For revisions to approved plans, submit a copy of the original permit and a copy of the original approved plans, with revisions clearly noted. Revised plans are to be submitted for addition/deletion of sprinklers or alterations to plans that affect hydraulic calculations. Revisions are to be approved prior to completing work in field.
6. The contractor will be contacted with results of the submittal review in accordance with one of the following:
  - a. Approved plans with comments and the permit attached will be mailed to the applicant, or are available for pick up by the applicant.
  - b. Disapproved plans with comments are available for pick up. Re-submittal will be necessary.
  - c. At the discretion of the reviewer, the submittal may be placed on hold and comments will be discussed verbally with the applicant, who is then required to resubmit the revisions in a timely manner.

#### **B. Submittals**

1. Submittals are to consist of shop drawings, hydraulic calculations and manufacturers' data sheets. A minimum of two sets of this information, along with the calculated permit fee, are to be submitted in person at the Building Department, 140 W. Patrick Street, between the hours of 7:00 a.m. and 4:00 p.m.

2. The Building Department will review the submittal for compliance with the City of Frederick Fire Prevention Code and the applicable standards referenced therein. Some of the commonly used standards enforced by the City include:
  - a. NFPA 13, Standard for the Installation of Sprinkler Systems, 2002 edition.
  - b. NFPA 13D, Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes, 2002 edition.
  - c. NFPA 13R, Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height, 2002 edition.
  - d. NFPA 14, Standard for the Installation of Standpipe and Hose Systems, 2003 edition.
  - e. NFPA 20, Standard for the Installation of Centrifugal Fire Pumps, 2003 edition.
3. The Building Department will retain one set of the submittal. The other set(s) will be returned to the applicant and must be maintained at the project site, along with a copy of the review comments. Additional sets may be submitted if the contractor needs additional stamped sets for their records and use.
4. Submitted shop drawings must be prints, with no handwritten changes.
5. Manufacturers' data sheets are to be submitted for each system component, with specific models indicated as proposed for use.
6. The submittal is to include the information required by the applicable NFPA standard (e.g., NFPA 13, Chapter 14).
7. For complexes such as apartments and townhouses, where typical units/buildings are proposed, it is necessary only to submit plans for the typical arrangements and to provide calculations for the hydraulically remote system/building.

## **II. Fire Alarm Permits**

### **A. Permit Procedures**

1. A permit is required for all work involving fire alarm system installations, additions or modifications. For work also requiring a building permit, the building permit is to be issued prior to submitting for a fire protection permit.
2. Work requiring a fire alarm permit may not begin until submittals have been reviewed and approved by the Building Department and the permit has been issued. For submittal requirements, see Section II-B, below
3. A Permit Application, completed in full and signed by the applicant, is to be included with all submittals. Applicants must make submittals in person at the Building Department, 140 W. Patrick Street, between the hours of 7:00 a.m. and 4:00 p.m.
4. The permit fee, paid with a check made out to the City of Frederick or cash, is due at time of submittal. Submittals will not be accepted without payment. A summary of permit fees is included in Attachment A.

5. For revisions to approved plans, submit a copy of the original permit and a copy of the original approved plans, with revisions clearly noted. Revised plans are to be submitted for addition/deletion of fire alarm devices. Revisions are to be approved prior to completing work in field.
6. The contractor will be contacted with results of the submittal review in accordance with one of the following:
  - a. Approved plans with comments and the permit attached will be mailed to applicant, or are available for pick up by the applicant.
  - b. Disapproved plans with comments are available for pick up. Re-submittal will be necessary.
  - c. At the discretion of the reviewer, the submittal may be placed on hold and comments will be discussed verbally with the applicant, who is then required to resubmit the revisions in a timely manner.

**B. Submittals**

1. Submittals are to consist of shop drawings, battery and voltage drop calculations and manufacturers' data sheets. A minimum of two sets of this information, along with the calculated permit fee, are to be submitted in person at the Building Department, 140 W. Patrick Street, between the hours of 7:00 a.m. and 4:00 p.m. The submittal is to include the items detailed below.
  - a. Drawings:
    - 1) Project name and address.
    - 2) Project owner's name and address including zip code (tenant for tenant work; building owner for shell work).
    - 3) Building construction permit number
    - 4) Contractor name, address, telephone number and contact person.
    - 5) Symbol and abbreviation key.
    - 6) Device locations.
    - 7) Occupancy of all rooms and areas.
    - 8) Location of all partitions.
    - 9) Fire resistance rating of any walls and doors, and detection associated with door closures where proposed.
    - 10) Smoke partitions, doors, duct penetrations, and associated detection.
    - 11) Submitted shop drawings must be prints, with no handwritten changes, and be of minimum 1/8 in. per ft. scale.
  - b. Manufacturers' Data Sheets:
    - 1) Catalog cut sheets for all equipment to be used. Indicate specific equipment to be used on cut sheets.
    - 2) Existing equipment catalog cut sheets for coordination and to check compatibility (for system additions).
    - 3) System devices provided by others such as duct detectors and door holders.

- c. Wiring Diagram:
  - 1) Point-to-point diagram showing all terminal connections at devices and panels.
  - 2) Typical circuits or devices may be shown once.
  - 3) Riser Diagram.
  - 4) Devices and panels.
  - 5) Wire counts.
  
- d. Sequence of Operation:
  - 1) For initiating devices, show all outputs such as audible and visual devices, annunciation, door and damper closure, AHU shutdown, door unlocking, smoke control activation, sprinkler system activation, etc.
  
- e. Calculations:
  - 1) Battery calculations showing all devices and current draw. Calculations shall include the required alarm and supervision time.
  - 2) Voltage drop calculations.
  
- 2. The Building Department will review the submittal for compliance with the City of Frederick Fire Prevention Code, and the applicable standards referenced therein, including NFPA 72, National Fire Alarm Code, 2002 edition.
  
- 3. The Building Department will retain one set of the submittal. The other set(s) will be returned to the applicant and must be maintained at the project site, along with a copy of the review comments. Additional sets may be submitted if the contractor needs additional stamped sets for their records and use.



**BUILDING DEPARTMENT**  
 140 W. Patrick Street, Frederick MD 21701  
 301-600-3814 \* FAX 301-600-3826  
 www.cityoffrederick.com

FPS Application #

Building Permit #

**FIRE PROTECTION SYSTEMS PERMIT APPLICATION**

<b>Location of Work:</b>		
Tenant Name:	Unit #	Floor No.

<b>Property Owner:</b>		Daytime Phone #:
Street Address:		FAX #:
City:	State:	Zip:

<b>Fire Protection Contractor:</b>		Contractor License #:
Street Address:		
City:	State:	Zip:
<b>Contact Name:</b>	Phone:	FAX:

<b>Occupancy Description:</b>	<b>Involved SF:</b>	
<b>Description of Work:</b>		
<b>Sprinkler /Standpipe&amp; Water Supply</b> (Check all that apply)	<b>Fire Alarm Systems</b> (Check all that apply)	<b>Other Fire Protection Systems</b> (Check all that apply)
<input type="checkbox"/> <b>New System / Addition</b>		<input type="checkbox"/> <b>System Modification</b>
<input type="checkbox"/> NFPA 13 - SF of Protected Area _____ <input type="checkbox"/> NFPA 13 D - SF of Protected Area _____ <input type="checkbox"/> NFPA 13 R - SF of Protected Area _____  <input type="checkbox"/> Dry System <input type="checkbox"/> Foam #Sprinklers ____ # Nozzles ____ <input type="checkbox"/> Standpipe # Risers _____ <input type="checkbox"/> Fire Pump <input type="checkbox"/> Fire Line <input type="checkbox"/> Other _____	<input type="checkbox"/> Fire Alarm Control Panel SF of Protected Area _____ <input type="checkbox"/> Manual Stations <input type="checkbox"/> Automatic Detection <input type="checkbox"/> Smoke Detectors <input type="checkbox"/> Heat Detectors <input type="checkbox"/> Horns <input type="checkbox"/> Notification Devices <input type="checkbox"/> Speakers <input type="checkbox"/> Strobes <input type="checkbox"/> Other _____	<input type="checkbox"/> Smoke Control <input type="checkbox"/> Halon, CO <sub>2</sub> , or Clean Agent /Specify CF of Protected Space _____ Lbs of Agent _____ <input type="checkbox"/> Wet or Dry Chemical Lbs of Agent _____ <input type="checkbox"/> *Commercial kitchen hood / vent system _____ <b>*NOTE: Building Permit Required</b> <input type="checkbox"/> Flammable/combustible liquid storage-gallons _____ <input type="checkbox"/> Other _____

<b>APPLICANT CERTIFICATION</b>		
<p>I hereby certify that I am the contractor, or authorized representative of the owner to act in their behalf as the owner's agent to make this Application; that the information given herein is true and correct and that all work being done under this Application will comply with all applicable Federal, State and Local regulations; that work will be in accordance and as indicated on the approved plans, review comments, agreements, specifications, etc., I further understand and agree that plans will be reviewed, inspections made and occupancy certificates issued, however, I assume ultimate responsibility for compliance of all codes, regulations, etc. All fees are non-refundable and non-transferable.</p>		
<b>Print Name:</b>	Registration #	
<b>SIGNATURE:</b>	Date:	
Phone:	FAX:	E-Mail:

<b>Rec'd by:</b>	<b>Date Paid:</b>	<b>Payment Method:</b>	<b>Total Fee Paid</b>	\$
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**PERMIT APPROVAL**

<i>Fire Protection Engineer:</i>	<i>Date:</i>
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## FIRE PROTECTION SYSTEMS PERMIT APPLICATION

### Fee Calculations

This application is for a:     NEW SYSTEM / ADDITION                       SYSTEM MODIFICATION

SYSTEM TYPE	Unit of Measure	Qty	Cost Each	Sub-Total	OR	Minimum Fee	TOTAL COST
<b>Sprinkler and Combined Sprinkler/Standpipe Systems</b>	s.f.		\$ 0.08	\$ -	OR	\$ 300.00	\$ -
<b>Standpipe Systems</b>	each		\$400.00	\$ -			\$ -
<b>Basement Finish-outs for Sprinkler Permits</b>	each		\$100.00	\$ -			\$ -
<b>Fire Alarm and Detection Systems</b>	s.f.		\$ 0.04	\$ -	OR	\$ 300.00	\$ -
<b>Fire Pumps</b>	each		\$800.00	\$ -			\$ -
<b>Kitchen Hood Suppression Systems</b>	each		\$400.00	\$ -			\$ -
<b>Gaseous/Chemical Extinguishing Systems</b>							
<input type="checkbox"/> Per lb. extinguish agent (n/c for agent reserve supply) <b>OR</b>	lb.		\$ 4.00	\$ -	OR	\$ 300.00	\$ -
<input type="checkbox"/> Per 30,000 c.f. of protected space _____ c.f. ÷ 30,000 = _____ units <b>OR</b>	unit		\$300.00	\$ -	OR	\$ 300.00	\$ -
<input type="checkbox"/> Per each wet chemical system	each		\$300.00	\$ -	OR	\$ 300.00	\$ -
<b>Foam Systems</b> _____ Sprinklers for water/foam system + _____ Nozzles or applicator devices _____ <b>TOTAL</b>	each		\$ 8.00	\$ -	OR	\$ 300.00	\$ -
<b>Smoke Control System</b> (Cost per 50,000 c.f. of volume of protected/controlled space) _____ c.f. ÷ 50,000 = _____ units	unit		\$300.00	\$ -	OR	\$ 300.00	\$ -
<b>Flammable or Combustible Liquid/Gas Storage Tanks</b> (Exception: Tanks used to provide fuel to heat or other utility service to building)	gallon		\$ 0.08	\$ -	OR	\$ 300.00	\$ -
<b>Outside Storage of Flammable or Combustible Materials</b>	each		\$300.00	\$ -			\$ -
<b>Technical Assistance</b> - Fire Plans Reviewer or Fire Inspector	each		\$ 75.00	\$ -			\$ -
<b>TOTAL FEE DUE</b>							<b>\$ -</b>

**\*RE-INSPECTION FEES:** For any permitted work, a re-inspection fee may be charged when inspections are not ready, an inspector is unable to gain entry or when an inspection fails and re-inspection is necessary. Fee is required to be paid **PRIOR** to any re-inspection being performed.



## **Fire Protection Permit Testing & Inspection Procedures** *Effective 11/1/99 (Updated 02/21/06)*

### **I. Sprinkler, Standpipe and Fire Pump Permits**

#### **A. Testing and Inspection**

1. The following tests and inspections are required to be completed by the Building Department.
2. A hydrostatic test is required for all sprinkler/standpipe system piping. This test is to be scheduled with the Building Department after framing is in place and prior to close-in of walls and ceilings, and prior to scheduling a close-in building inspection - see exception below. The contractor is to prepare for the test (i.e., develop the required pressure) a minimum of two hours prior to the inspection time. In conjunction with the test, an inspection will be performed of the installed system, including piping, hangers, firestopping, etc.
3. Sprinkler systems in townhouses, condominiums and apartments require a building inspection for attic areas prior to close-in and prior to the sprinkler hydrostatic test and inspection. This will allow the building inspector to evaluate attics prior to insulation being installed for protection of attic sprinkler piping.
4. A final sprinkler/standpipe inspection/acceptance test is required upon completion of walls and ceilings, including painting, light fixtures, etc., and installation and adjustment of all sprinklers, and prior to scheduling a final building inspection. Acceptance testing will be conducted in accordance with applicable NFPA standards. The installing contractor is to provide the completed Contractor's Material and Test Certificate for Aboveground Piping at the time of final inspection.
5. A fire pump, if installed, will also be tested at the time of final inspection.
6. It is the responsibility of the installing contractor to request an inspection. Requests can be made at 301-600-3827. Requests for inspections must be made between the hours of 7:00 a.m. to 9:00 a.m. to receive a same day inspection.
7. Re-inspection fees will be charged in accordance with the adopted fire code fee schedule.
8. Inspections and testing are required to be successfully completed prior to issuance of a Certificate of Occupancy.

## **II. Fire Alarm Permits**

### **A. Inspections and Testing**

1. The following inspections and tests are required to be completed by the Building Department.
  - a. An initial inspection of the fire alarm installation is required, including inspection of wiring, backboxes, etc. This inspection is to be scheduled with the Building Department after framing is in place and prior to close-in of walls and ceilings and prior to scheduling a close-in building inspection.
  - b. A final inspection and test of the system, witnessed by the Building Department, is required upon completion of walls and ceilings, including painting, light fixtures, etc., and installation and adjustment of all fire alarm devices, and prior to scheduling a final building inspection. Acceptance testing will be conducted in accordance with applicable NFPA standards, and will include activation of initiation devices, confirmation of notification device function, and interface with other building systems, such as a sprinkler system, elevator recall, mechanical units, etc. It is the responsibility of the contractor to arrange for the appropriate personnel from other trades, such as elevator, mechanical, etc., to be present for the final test.

A preliminary copy of the Record of Completion (NFPA 72, Section 1-6.2.1) is to be provided to the inspector prior to the final inspection/test, and a final copy shall be provided upon completion of system testing.

2. It is the responsibility of the installing contractor to request an inspection. Requests can be made at 301-600-3827. Requests for inspections must be made between the hours of 7:00 a.m. to 9:00 a.m. to receive a same day inspection.
3. Re-inspection fees will be charged in accordance with the adopted fire code fee schedule.
4. Inspections and testing are required to be successfully completed prior to issuance of a Certificate of Occupancy.