



Fire Sprinkler Permitting Process



Permitting and Inspection Information

To obtain a permit, applicants should bring a completed Fire Protection Systems Permit Application and Intake Checklist to Construction Services and Inspections at City Hall, 411 W 1st St Room 100.

IFC 901.2 Construction Documents the Fire Code Official shall have the authority to require construction documents and calculations for all fire protection systems and to require permits be issued for the installation, rehabilitation, or modification of any fire protection system. Construction documents for fire protection systems shall be submitted for review and approval prior to system installation. Sprinkler systems with less than 20 heads or valuations less than \$2,500 do not require a Fire Protection Systems permit.

Minnesota State Statutes, Section 299m, 03 Subdivision 1, requires that all contractors must be licensed to perform design work in Minnesota.

Work shall not commence until plans have been approved and the permit has been issued. In order to approve the installation, inspections will be required at certain stages of the process. Most scenarios will require a rough in and final inspection. To schedule an inspection, please contact the Fire Protection Systems Plans Examiner and Inspector at 730-5185. Please allow for 24 hour advanced notice prior to needing an inspection.

Additional Intake Checklist Information

DRAWING SUBMITTAL REQUIREMENTS (Per NFPA 13 22.1.3 and NFPA 13 22.1.4)
1) Provide three (3) sets of drawings, one (1) set of the equipment technical data sheets, voltage drop calculations, battery calculations, and a copy of the scope of work letter
2) Drawings must be to scale with a graphic scale (1/8" = 1 ft scale is preferred), on sheets of uniform size, with a plan of each floor
3) Label all rooms
4) All sprinkler plans must be designed by a Minnesota licensed fire protection contractor or a Minnesota licensed engineer
5) Name of owner and occupant.
6) Location, including street address of project.
7) Point of compass.
8) Full height cross section or schematic diagram, including structural member information if required for clarity and including ceiling construction and method of protection for nonmetallic piping.
9) Location of partitions.
10) Location of fire walls.
11) Occupancy class of each area or room.
12) Location and size of concealed spaces, closets, attics, and bathrooms.
13) Any small enclosures in which no sprinklers will be installed.
14) Size of city main in street and whether dead end or circulating; if dead end, direction and distance to nearest circulating main; and city main test results and system elevation relative to test hydrant
15) Other sources of water supply, with pressure or elevation.
16) Make, type, model, and nominal K-Factor, including sprinkler identification number.
17) Temperature rating and location of high-temperature sprinklers.
18) Total area protected by each system on each floor.
19) Number of sprinklers on each riser per floor.
20) Number of sprinklers on each dry pipe system, preaction system, combined dry pipe-preaction system, or deluge system.
21) Approximate capacity in gallons in each dry pipe system.

22) Pipe type and schedule of wall thickness.
23) Nominal pipe size and ceiling lengths of pipe (or center-to-center dimensions). Where typical branch lines prevail, it shall be necessary to size only one typical line.
24) Location and size of riser nipples.
25) Type of fittings and joints and location of all welds and bends. The contractor shall specify on drawing any sections to be shop welded and the type of fittings or formations to be used.
26) Type and location of hangers, sleeves, braces, and methods of securing sprinklers when applicable.
27) All control valves, check valves, drain pipes, and test connections.
28) Make, type, model, and size of alarm or dry pipe valve.
29) Make, type, model, and size of preaction or deluge valve.
30) Kind and location of alarm bells.
31) Size and location of standpipe risers, house outlets, hand hose, monitor nozzles, and related equipment.
32) Private fire service main sizes, lengths, locations, weights, materials, point of connection to city main; the sizes, types and locations of valves, valve indicators, regulators, meters, and related equipment.
33) Piping provisions for flushing.
34) Where equipment is to be installed as an addition to an existing system, enough of the existing system indicated on the plans to make all conditions clear.
35) For hydraulically designed systems, the information on the hydraulic data nameplate.
36) A graphic representation of the scale used on all plans.
37) Hydraulic reference points shown on the plan that correspond with comparable reference points on the hydraulic calculation sheets.
38) The minimum rate of water application (density or flow or discharge pressure), the design area of water application, in-rack sprinkler demand, and the water required for hose streams both inside and outside.
39) The total quantity of water and the pressure required noted at a common reference point for each system.
40) Relative elevations of sprinklers, junction points, and supply or reference points.
41) If room design method is used, all unprotected room openings throughout the floor protected.
42) Calculation of loads for sizing and details of sway bracing.
43) The setting for pressure-reducing valves.
44) Information about backflow preventers (manufacturer, size, type).
45) Information about listed antifreeze solution used (type and amount).
46) Size and location of hydrants showing size and number of outlets and if outlets are to be equipped with independent gate valves. Whether hose houses and equipment are to be provided, and by whom, shall be indicated. Static and residual hydrants that were used in flow tests shall be shown.
47) Size, location, and piping arrangement of fire department connections.
48) Ceiling/roof heights and slopes not shown in full height cross section.
49) Edition year of NFPA 13 to which the fire sprinkler system is designed.
50) 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.
51) A signed copy of the owners certificate and the working plans submitted shall include the manufacturers installation instructions for any specially listed equipment, including descriptions, applications, and limitations for any sprinklers, devices, piping or fittings.