

## Commercial Fire Sprinkler/Fire Alarm Packet



**Dear Applicant;**  
Please be aware of the following:

- ❖ On the permit application you must provide all **ADD SITE INFORMATION**. The permit application must be filled out in its entirety, where a section of the application doesn't apply you must indicate (N/A). Please provide valuation of the project.
- ❖ **No permit** is required for sprinkler heads when **4 or less** heads are being added or moved.
- ❖ A **permit** will be required but **without plans**, for **5 to 10** sprinkler heads being added or moved.
- ❖ **11 or more** heads a permit with plans will be required. Provide plans designed by a Fire Protection Engineer, illustrating hydraulic calculations & sprinkler cut sheets. The system must be designed under the current NFPA 72 & other applicable codes.
- ❖ Your permit expires if work isn't started within 180 days from the date of issue. Your permit expires if work is suspended or abandoned for 180 days or more. If you can't work within a 180-day period and don't wish to abandon the project, you may submit a written request to extend your permit for an additional 180-day period.

### [Commercial Fire Sprinkler and Alarm Packet](#)

- Permit Applications will only be accepted between the hours of 8:00 A.M. to 11:30 A.M.
- Please provide valuation of the project.
- **No permit** is required for sprinkler heads when **4 or less heads are being added or moved.**
- A permit will be required but **without plans**, for 5 to 10 sprinkler heads being added or moved.
- **11 or more heads a permit with plans will be required.** Provide plans designed by a Fire Protection Engineer, illustrating hydraulic calculations & sprinkler cut sheets. The system must be designed under the current NFPA 72 & other applicable codes.
- **Your permit expires if work isn't started within 180 days** from the date of issue. Your permit expires if work is suspended or abandoned for 180 days or more. If you can't work within a 180-day period and don't wish to abandon the project, you may submit a written request to extend your permit for an additional 180-day period.

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[Fire Alarm Affidavit](#)

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