



COMMUNITY RISK REDUCTION BUREAU MANUAL
ADMINISTRATIVE REQUIREMENTS
421.9 REQUIRED FIRE SPRINKLER PERMITS
EFFECTIVE: APRIL 1, 2016
AUTHORIZED: *R. Pearce*

SCOPE

This policy establishes/clarifies the District's requirements regarding required permits for fire sprinkler system alterations or modifications.

PURPOSE

This policy is to establish the District's requirements related to fire sprinkler system permits.

BACKGROUND

As noted in National Fire Protection Association (NFPA) Standard 13, the authority having jurisdiction (AHJ) is to be notified "before any equipment is installed or remodeled" for a fire sprinkler system. There is no exception for "repair" work.

REQUIREMENTS

When repairs, alterations or modifications to a fire sprinkler system are made, it is the servicing contractor's responsibility to consult this District prior to making any alterations in accordance with NFPA 13.

In most cases, repairs will require a full-fire sprinkler submittal package; however, other smaller repairs, alterations or modifications will require a significantly smaller package. Sprinkler system modifications consisting of ten or less sprinkler heads may apply for an over the counter permit.

In every case where it is practical, the Department shall be consulted prior to the replacement of any fire sprinkler or fire sprinkler system component or other alteration or modification. Complete documentation shall be provided in accordance with NFPA

13, Title 19 of the California Code of Regulations, the California Fire Code, and any local requirements. Revised 03/13/15 Section 401.005

The District has determined that at a minimum, the following are required:

1. Replacement of recalled fire sprinklers heads is considered an alteration, and a permit is required, regardless of the number of recalled heads that are replaced.
2. When there is an addition, alteration, relocation, modification or removal of less than ten fire sprinkler heads, a Tenant Improvement (TI) permit is required, regardless of the type of addition, alteration, relocation, modification or removal. Special conditions including, but not limited to, spray booths, exterior canopies or other building additions will require a full submittal package.
3. When there is an addition, alteration, relocation, modification or removal of more than ten fire sprinkler heads, regardless of the type of addition, alteration, relocation, modification or removal, a full-fire sprinkler plan submittal is required.

PENALTIES FOR ALTERATIONS OR MODIFICATIONS DONE WITHOUT A PERMIT

Contractors that perform alterations or modifications without the required permit will be subject to a penalty as noted in the Department Master Fee Schedule, typically two times the original permit fee.

Additional administrative action(s) including: complaints filed with the California Contractors State License Board, the refusal to issue new construction permits as authorized by the current edition of the California Fire Code, and any other remedy provided for by law may also be instituted at the sole discretion of the District, and are not subject to appeal, except as noted by law.

CROSS REFERENCES

California Fire Code

National Fire Protection Association, Standard 13

National Fire Protection Association, Standard 13D

TFPD Fee Schedule, Ordinance 127

421.11 Penalties for work done without permits

421.13 TI Permits