



COMMUNITY RISK REDUCTION MANUAL

ADMINISTRATIVE REQUIREMENTS

301.005 REQUIRED FIRE SPRINKLER PERMITS

EFFECTIVE: JANUARY 2017

SCOPE

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

PURPOSE

The purpose of this policy is to establish the Department'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 Department 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 twenty or less sprinkler heads require 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.

The Department has determined that at a minimum, the following is required:

1. Replacement of painted fire sprinklers heads is considered an alteration, and a permit for twenty heads or less is required, regardless of the number of painted heads that are replaced.
2. Replacement of recalled fire sprinklers heads is considered an alteration, and a permit for twenty heads or less is required, regardless of the number of recalled heads that are replaced.
3. When there is an addition, alteration, relocation, modification or removal of twenty fire sprinkler heads or less, a permit for twenty heads or less 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.
4. When there is an addition, alteration, relocation, modification or removal of more than twenty fire sprinkler heads, regardless of the type of addition, alteration, relocation, modification or removal, a full-fire sprinkler plan submittal is required.
5. NFPA 13D systems, regardless of the type of addition, alteration, relocation, modification or removal shall have a full fire sprinkler plan submittal provided, including updated hydraulic calculations.

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 four 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 Department, and are not subject to appeal, except as noted by law.

CROSS REFERENCES

National Fire Protection Association, Standard 13
National Fire Protection Association, Standard 13D
California Fire Code