Fire Sprinkler Permit Electronic Submittal Checklist

The following Fire Sprinkler Permit Electronic Submittal Checklist is required information for electronic fire sprinkler permit review. Use of this form does not guarantee that plans will be accepted on the first submittal, but will aid in reducing the number of resubmittals required due to lack of information or conflicting information being provided. **This checklist should not be considered to be all inclusive. Additional information may be required. Use of this checklist will not eliminate the requirement for a good knowledge and understanding of NFPA 13, Standard for the Installation of Fire Sprinkler Systems, and/or other appropriate NFPA standards.**

The following information is required for electronic review of fire sprinkler plans prior to issuance of the fire sprinkler permit:

☐   Apply for the permit either by mail, online, or in person. Verify that mail-in permit forms (if used) are correct and complete. (All addresses, license data, etc. are correct.)

☐   Include payment for permit fees. (When submitting by mail, contact the permit technician at (352) 334-5050 to determine the permit fees prior to applying. Do <u>NOT</u> submit plans by mail.)

Once the permit technician has generated your permit application in our system, you will receive an E-mail invite to upload your plans. While uploading: Plan drawings must be uploaded to the Drawings folder as single plan pages and should be named according to the National CAD naming standards. Multi-page documents such as fire sprinkler calculations, and submittal data should be uploaded to the Documents folder as individual multi-page documents.

☐   Fire Sprinkler plans shall show the following items:
- ☐ Symbol legend(s) showing the meaning of all symbols used and identifying the make, type, nominal orifice size, and temperature rating of all fire sprinklers.
- ☐ Plans drawn to an approved scale or showing *all* dimensions.
- ☐ Occupancy labels provided on *all* rooms.
- ☐ Plans neat and professionally drawn.
- ☐ Full height cross section showing building construction details provided for new sprinkler systems. (Not required for adds and relocates.)
- ☐ Plans shall show all walls, partitions, soffits, or other building construction that will affect the water distribution of fire sprinklers.
- ☐ Sprinkler heads spaced and located in accordance with the applicable NFPA standards.
- ☐ Total area protected by each system on each floor.
- ☐ Approximate capacity in gallons of each dry pipe system.
- ☐ Nominal pipe size and cutting lengths of pipe (or center-to-center dimensions) for all sprinkler piping. Where typical branch lines prevail, it is necessary to size only one typical line.
- ☐ Pipe type(s) and schedule(s) of wall thickness.
- ☐ For adds and relocates, enough of the existing system shall be shown to make all conditions clear.
- ☐ Hydraulic reference points corresponding with comparable reference points in the hydraulic calculations.
- ☐ Any other information identified in section 22.1.3 of the 2010 edition of NFPA 13 that may be deemed appropriate for review by the fire protection specialist.
- ☐ Plans and hydraulic calculations signed and sealed by engineer if system involves more than 49 heads. (Please note that electronic plans require a digital signature.)

☐   Provide hydraulic calculations supporting pipe sizing. Calculations shall be checked to insure that they are complete and correct. This shall include, but not be limited to pipe sizes, pipe lengths, number and types of fittings, densities, piping arrangement, Hazen-Williams C-factors, elevations, and water flow availability.

☐   Provide exact specifications for any specialized devices or equipment which will have an effect of the fire sprinkler hydraulic calculations.

☐   Submittal data for all fire sprinkler equipment to be installed, including but not limited to: fire sprinklers, backflow prevention devices, fire sprinkler piping, valves, fittings, and any other specialized devices.

I attest that the information noted above has been provided for review and approval and take full responsibility for its content.

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Signature of contractor or contractor's representative   Date