



Office Use Only	
Permit Num.:	Fee:
Plan Review:	Fee:

## Fire Sprinkler *Quick* Permit Application

Plan submittals must include this document and may be:

- Delivered to: Building Inspections at 440 S Church St. M-F, 8:00 – 5:00.
- Mailed to: Building Inspections at 440 S Church St. Spartanburg, SC 29306

Total Contract Price: \_\_\_\_\_  
 Application Date: \_\_\_\_\_

### Quick Permit Scope and Limitations

The Quick Permit is only for modifications to existing systems, for three or more sprinkler heads, in accordance with the limitations outlined on the back (or page 2) of this document. Plan review comments will not be generated prior to permitting. Approval of the installation will be subject to satisfactory inspection in accordance with the IFC and NFPA 13 requirements and is at the discretion of the field inspector. A properly licensed contractor may submit this documentation to the building department and obtain a permit the same day. Inspections may not be requested less than one week after the permit date – this will allow time for the Fire Marshal’s Office to receive and review your documentation while your work commences. Contractors who proceed with the Quick permit when the project is not eligible will be required to stop work and initiate the standard permitting process.

### Installation Location

Business/Location Name:	
Street Address:	Building/Suite:
Property Owner/Rep Name:	Owner/Rep. Contact Number:
Occupancy Classification(s) : <input type="checkbox"/> Assembly <input type="checkbox"/> Business <input type="checkbox"/> Educational <input type="checkbox"/> Mercantile <input type="checkbox"/> Hazardous <input type="checkbox"/> Factory Industrial <input type="checkbox"/> Storage <input type="checkbox"/> Residential <input type="checkbox"/> Institutional	

### Installation Contractor

Contract company:	Address:
Sprinkler Contractor State License #:	Expiration Date:
Contact person name:	Contact Phone:
Contact fax:	Contact E-mail:

### Fire Sprinkler System Details

Describe the scope of the modifications and the reason for the improvements or changes:
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### Submittal Checklist

<input type="checkbox"/> Application and 3 sets of 8 ½ x 11” drawings that meet the required scope for the quick permit process
<input type="checkbox"/> I have reviewed the checklist on the back of this document (or page 2 of duplicates) and all items noted are included
<input type="checkbox"/> Installation contractor is properly trained and qualified to install fire sprinkler systems

A Permit and Plan Review fee will be assessed based on the total value of the project, but not less than a \$40 Permit Fee and a Plan Review Fee (when applicable) of \$40. Permit and Review fees increase proportionally to the contract value of the project.

I hereby make application for permit to perform the work described herein, and if permit is granted, I agree to conform to all review comments, City Ordinances, State/International/National Codes as applicable, and applicable requirements set forth by the City or State Fire Marshals Office, whether specified herein or not, and in accordance with all plans submitted. I certify that the information given is true and accurate:

\_\_\_\_\_  
**Print**  
 Last Update: 07/21/2009

\_\_\_\_\_  
**Sign**

\_\_\_\_\_  
**Date**

## **Quick Permit Scope and Modification Limitations**

1. Limited to modifications to existing systems where no hydraulic calculations are necessary, and there is no change in occupancy classification or hazard classification.
2. Area of work limited by plan size requirements listed below.
3. Work may include relocation of existing sprinkler heads, such as changing upright “shell” sprinkler heads to pendent heads on a head-for-head basis for tenant improvements.
4. Addition of sprinklers when the Room Design method (NFPA 13; 11.2.3.3) is used, if it is clearly explained and easily apparent that the additional piping/head(s) will not exceed the hydraulic design of the existing system and the following information is shown on the plans: A) Wall fire-resistance rating (NFPA 13: 11.2.3.3.3; must meet Table 11.2.3.1.2, 30-minute minimum is required), and B) door lintel height (8” minimum; 13: 11.3.3.5(2) and C) opening protection (Must meet 11.2.3.3.5). This information is required to verify applicability and design area.

## **Plan Size Requirements**

1. Entire area of work to be shown on a single 8 ½ x 11” sheet at 1/8” scale – no multiple sheet plans.
2. Projects larger than this are not acceptable for Quick Permitting.

## **Plan Submittal Check List**

The following check list is provided as a summary of the minimum information required on or to accompany the submittal. It is the contractor’s responsibility to have a thorough working knowledge of the applicable City, State, National Fire Protection Association (NFPA), and International Code Council (ICC) requirements and to include additional information that may be specific to this system.

1. Name, address, phone, fax, e-mail, and state contractors license number of the licensed contractor.
2. Creation date of plan, revision dates, point of compass, scale and graphic representation of scale.
3. Total number of sprinklers to be relocated, added, and/or replaced.
4. Manufacturers cut sheets for all new equipment, clearly indicating which models will be utilized.
5. Floor plan shall distinguish between new and existing equipment (Cloud new work or other methods).
6. Indicate all duct work, ceiling layouts, lighting, diffusers, etc. which may effect the system coverage.

## **Pre-Final Inspection Check list**

The contractor shall verify completion of the following items, any item from this list found outstanding at the time of the final will result in termination of the inspection and assessment of a re-inspection fee.

- All equipment, devices, etc. have been installed per the submitted prints. Any deviations, as approved prior to the final, shall be noted on as-built drawings that will be provided to the inspector.
- Contractor has permit, current State License, and proper documentation indicating adequate training and qualifications to the install the selected system.
- Final Inspection to include: verification of device placement, overhead inspection, hydro test if required by NFPA 13 24.2.
- Provide a Record or Certificate of Completion attesting to proper installation.
- A copy of the Record of Completion shall be issued to the owner and the inspector.
- A copy of the submittal package and the Record of Completion shall be placed in a plan tube or binder marked “Sprinkler Plans – Do Not Remove From Site” shall be installed at the sprinkler riser.