

## Q&A for Construction and Operational Permits

What permits are required?

- A. Operational - allows the applicant to conduct an operation or a business for either a specified length of time or until renewed or revoked.
- B. Construction - allows the applicant to erect, install, or modify a structure, fire protection system, or fire alarm system.
- C. Oil and gas well drilling.
- D. Fireworks – Stands, displays/shows
- E. Open burning.

What needs to be submitted for a construction permit?

- A. A minimum of three sets of drawings are to be submitted.
- B. Plans to be either blue or black line drawings, clear and legible.
- C. Plans shall include interior walls and rooms, with the use of all rooms identified on plan.
- D. All submittals shall include a site plan. (three copies)
- E. Site plan shall include building orientation, fire lanes, fire hydrants, and access.
- F. Only one set of specification/submittal book for fire alarm or calculations is required.
- G. Type of construction and occupancy classification shall be indicated.
- H. All submissions shall be signed by a certified design professional.
- I. List of sub-contractors with a copy of their licenses.

What inspections are required?

1. Fire sprinkler underground:
  - a. Visual - all underground piping and joints must be exposed, with the labeling of the pipe legible from grade. All thrust blocks uncovered and exposed to grade.
  - b. Hydrostatic test - minimum of 200 psi for two hours. No pressure drop allowed. Testing is from the gate valve to the top of the spigot.
  - c. Flush - must be witnessed by the Fire Marshal's office. Flushing must be completed prior to stacking the riser to the overhead piping.
2. Fire sprinkler above ground:
  - a. Verify completion of underground inspections before stacking riser.
  - b. Hydrostatic test - minimum of 200 psi for two hours. No pressure drop allowed.
  - c. System must be uncovered and visible from the floor.
  - d. All ceiling grid and framing must be in place with all drops cut to length and sprinkler heads installed.

- e. A hydrostatic test is required for all new installations and for tenant finish-outs or alterations.
3. Cold weather protection:
    - a. Where any aboveground sprinkler system piping is in an area that is subject to temperatures below 40 degrees Fahrenheit, proper freeze protection is required. A minimum temperature of between 40 degrees and 120 degrees Fahrenheit shall be maintained.
    - b. For shell buildings that do not have a permanent heat source, a temporary heat source is required in all areas leased or un-leased between the months of November through March.
  4. Automatic fire alarm systems:
    - a. The system must be pre-tested before scheduling the Final Acceptance test.
    - b. All initiating and signaling devices will be tested and inspected.
    - c. All fire alarm systems are required to be monitored by a UL listed Central Station.
  5. Kitchen Hood:
    - a. Manual pull, utility shunt, air test, and exhaust and make-up air are tested.
    - b. Fire alarm notification.
    - c. K-Class extinguisher within 30 feet of any cooking appliance.
  6. Final Fire Inspection:
    - a. Conducted on all new construction, alteration/addition, and new Certificate of Occupancies.
    - b. The Fire Final Inspection consists of, but not limited to, the following:
      - Completion of all construction phases.
      - Fire lanes and hydrants.
      - Posted address, minimum of 4 inches in height.
      - Fire sprinkler, standpipe, and fire pump, if applicable.
      - Automatic fire alarm, if not previously inspected.
      - Fire department access.
      - Emergency egress and exit signs and lighting.
      - Fire extinguisher placement.
      - Smoke evacuation and exhaust, where applicable.
      - All required signs for stairs, electrical rooms, fire riser, etc.
      - A sign, if applicable, affixed and visible on exit doors stating:  
**THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED**