

FIRE PROTECTION DISTRICT PERMIT GUIDE

A Fire Protection District permit is required for the following project types. All permits are applied for and issued through the respective Fire District independently. It is your responsibility to contact the appropriate Fire District to determine submittal requirements and to obtain the appropriate permits. Refer to the Fire District map on the back of this guide in order to determine which Fire Protection District your project is located in.

FIRE DISTRICT SITE PLAN REVIEW

- Site plan review.
- Development plan review.

Site and development plan reviews includes an assessment of:

- Site access and fire access roads
- Signage
- Fire flow requirements
- Address numbers
- Fire hydrants, locations
- Exterior obstructions
- Occupancy specific requirements
- Trash enclosures

FIRE DISTRICT BUILDING PERMIT

Fire District building permits are not required for single and two-family dwellings regulated by the International Residential Code.

- New building construction.
- Construction that includes an addition to an existing building.
- Construction that includes alteration to an existing building that:
 - Alters the structure of a building
 - Alters any portion of the exiting sequence or process
 - Adds or removes square footage from an existing structure
 - Changes the use or occupancy group designation
 - Modifies the interior configuration of the building

Building plan reviews include an assessment of:

- Building/Fire code study
- Site plan
- Emergency planning requirements
- Exterior fire service features
- Egress and exiting provisions
- Fire extinguishers
- Fire protection system requirements
- Building service systems
- Use and process specific criteria
- Hazardous materials/processes

FIRE ALARM SYSTEM PERMIT (NFPA 72):

- Installation of a new Fire Alarm system.
- Replacement of a Fire Alarm Control Panel.
- Addition of fire alarm initiating devices at the discretion of the Authority Having Jurisdiction.
- Addition of fire alarm indicating devices, including horns and strobes at the discretion of the Authority Having Jurisdiction.
- At the discretion of the Fire Code Official.

If a fire alarm permit is not required, provide to the Fire District:

- A Scope of Work letter.
- A signed NFPA 72 Certificate of Completion.
- A basic as-built plan showing the location of any new or relocated devices and what circuit(s) were augmented.

SPRINKLER SYSTEM PERMIT (NFPA 13, 13R, 13D):

- Installation of a new Fire Sprinkler system.
- Relocation of sprinkler heads in an existing fire sprinkler system at the discretion of the Authority Having Jurisdiction.
- Addition of 10 or more sprinkler heads to an existing fire sprinkler system.
- Replacement of conventional sprinklers and piping with flexible piping and sprinklers.
- Changes that modify an area considered to be the most demanding design density flow area.
- Increase in building area or increase of the system design density.
- At the discretion of the Fire Code Official.

STANDPIPE SYSTEM PERMIT

- Installation of a new system.
- Relocation of an existing system.

ALTERNATIVE EXTINGUISHING SYSTEM PERMIT

- Installation of a new system.
- Any addition to an existing system.

FIRE PUMP PERMIT

- Installation of a new pump.
- Any addition to an existing system.

KITCHEN HOOD SYSTEM PERMIT

- Installation of a new system.
- Addition of one or more nozzles or at the discretion of the AHJ.
- Relocation of an existing system.

MISCELLANEOUS CONSTRUCTION PERMIT

- Demolition plan
- Membrane structure, tent or canopy
- Underground tank installation
- Miscellaneous system construction:
 - Compressed gas systems
 - Motor fuel dispensing systems
 - HVAC systems

Note: This Permit Guide addresses Construction Permits only. Contact your respective Fire District for all Operational Permit requirements.

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GENERAL PERMIT REQUIREMENTS

- Submittal contents and requirements may differ between fire districts. **It is the responsibility of the permit applicant to verify specific submittal requirements with the appropriate district.**
- Alterations that render an existing alarm system or suppression system inoperable may dictate that a *Fire Watch* be implemented at the facility. Contact your fire district to determine local *Fire Watch* requirements and procedures.
- Work done without a required permit is subject to a "Stop Work Order" In accordance with Sec. 111 of the IFC.
- **Plan Approval:** No installation work shall be performed until the submitted plans are reviewed and approved by the Fire District. Plans are reviewed in the order in which they are received. Please submit your plans as early as possible. Plans are normally reviewed within 10 business days. If current workloads dictate a longer plan turnaround, the Fire District will notify the applicant that additional time for plan review and approval is necessary.
- **Plan Submittals:**
 - All permit applications and submittal materials shall be submitted directly to the Division of Fire Prevention of the appropriate fire district for review and comment. Upon completion of the plan review, two (2) sets of plans will be available for pick up at the Fire District office.
 - **Plan Review Fees:** Permit fees for plans submitted directly to the Fire District will be paid directly to the Fire District. Plan review and permit fees are established by the individual fire districts. For questions on plan review fees please contact the appropriate fire district.
 - **Inspections:** Twenty-four (24) hours notice is required for all inspections and tests. Available days and inspection times will be noted on the approved plans.
 - **Requirements prior Final Inspection:** No acceptance testing shall be conducted by the Division of Fire Prevention prior to the completion of construction within the building or units. Final inspections are subject to field inspection.
 - **Re-Inspection Fees:** Re-inspection fees will be charged for re-inspections needed due to incomplete fire alarm systems, failure of tests, and conditions that should be corrected prior to inspection.

SPRINKLER SYSTEM PERMIT REQUIREMENTS

It is the responsibility of the sprinkler or standpipe system installer of record to assure that all applicable code requirements are adhered to. The currently adopted edition of the International Fire Code, as amended and the most current edition of NFPA Standard 13 shall be the primary, but not all inclusive, resource documents.

- **Contractor's License:** Fire sprinkler contractors shall be licensed with the Building Inspection Division of the City of Wheat Ridge and the State of Colorado Division of Fire Safety.

Sprinkler System Submittals shall include the following:

- Submit three (3) complete sets of fire sprinkler system and or standpipe system plans and three (3) sets of supporting documentation including but not limited to copy of owner's certificate, cut sheets on equipment to be installed, product information, and hydraulic calculations.
- Two (2) sets of stamped plans will be returned to the contractor. One set of stamped drawings with the notation, "THIS SET OF PLANS IS TO REMAIN AT THE JOB SITE" is required to be at the site at all times for inspections.
- Sprinkler plans shall be stamped by a minimum level NICET II designer for fire sprinkler systems.
- Plans must be of a fire sprinkler and/or standpipe system only. No combination drawings using reflected ceiling plans, mechanical, electrical etc. will be accepted.
- Plans shall be provided with a scale. It is recommended that the scale be 1/8 inch equals one foot or greater.
- Plans shall include at a minimum: sprinkler head locations, type of sprinkler heads, pipe sizes, hanger locations, sprinkler riser design, indication of remote areas and heads identified as calculated heads, indication of any non-sprinklered areas and code reference deleting sprinklers and other plan submittal requirements as specified in the most current edition of NFPA Standard 13.
- All symbols appearing on the plans shall be indicated in a complete legend located on the plans.
- Ceiling heights shall be identified on the plans.
- Ceiling construction features such as flat, sloped, smooth, metal bar joist, trust joist, etc. must be identified on the plans.
- All pertinent information regarding the proposed equipment to be installed as a part of the sprinkler system shall be specified or designated on product data sheets or cut sheets.

Fire Sprinkler Final Inspection:

- No acceptance testing will be conducted by the Division of Fire Prevention prior to the completion of construction within the building or unit(s).
- Re-inspection fees will be charged for re-inspections needed due to incomplete sprinkler systems, failure of hydrostatic tests, and conditions that should be corrected prior to inspection such as painted heads, missing heads, mud caps in place.
- A minimum of twenty-four hours notice is required for all sprinkler system and standpipe system inspections. Available days and inspection times will be noted on the approved plans.
- No work is to be concealed until rough inspections are conducted and necessary corrections have been completed and re-inspected.

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FIRE ALARM SYSTEM PERMIT REQUIREMENTS

It is the responsibility of the designer/installer of record to assure that all applicable code requirements are adhered to. The currently adopted edition of the International Fire Code, as amended, and the most current edition of NFPA Standard 72, shall be the primary, but not all inclusive, resource documents.

- **Contractor's License:** Fire alarm system companies and installers shall be licensed with the Building Inspection Division of the City of Wheat Ridge and the State of Colorado Division of Fire Safety.
- **Record of Completion:** Three (3) copies of the Record of Completion as outlined in NFPA 72 shall be completed and be ready for signatures upon completion of acceptance tests.

Fire Alarm Submittals shall include the following:

- Submit three (3) sets of fire alarm system plans and three (3) sets of cut/sheet product information.
- Two (2) sets of stamped plans shall be returned to the designer/installer. One set of stamped plans with the notation, "THIS SET OF PLANS IS TO REMAIN AT THE JOB SITE" is required to be at the site at all times for inspections.
- A minimum level NICET II designer for fire alarm systems must stamp the plans.
- Plans need to be clear and understandable. Plans must be of the fire alarm design only. NO combination drawings using reflected ceiling plans, mechanical, etc. will be accepted.
- Plans shall be provided with a scale. It is recommended that the scale be 1/8 inch equals one foot or greater.
- Plans shall include one line and riser diagrams for all devices, notification circuits, auxiliary circuits, initiating circuits, circuit designation and central station connect.
- Fire alarm panels shall be provided on a dedicated circuit. The circuit breaker for the fire alarm panel shall be red and identified as "Fire Alarm Panel". A circuit breaker lock shall be placed on fire alarm circuit.
- All symbols appearing on the plans shall be indicated in a complete legend located on the plans.
- Ceiling heights must be identified on the plans.
- Ceiling construction features such as flat, sloped, smooth, metal bar joist, truss joist, etc. must be identified on the plans.
- All pertinent information regarding the proposed equipment and devices to be installed as a part of the alarm system shall be specified or designated on product data sheets or cut sheets.
- All detectors, pull stations, control valves, extinguishing systems, etc. shall be identified with the corresponding address number noted on the panel and/or graphic map.

Fire Alarm Final Inspection:

Audibility tests shall be conducted by the installer/designer prior to final inspection and a copy of the test results shall be provided to the Division of Fire Prevention at the time of the final inspection.

Rough wiring and location inspections will need to be conducted by the Fire District and the Electrical Inspector for the City of Wheat Ridge. Any necessary corrections shall be completed and re-inspected prior to the concealment of work.

Prior to calling for final acceptance test:

- Make sure all paperwork and permits are on-site and available to the inspector.
- Have readily available all appropriate tools and equipment necessary to fully test all devices and circuits.
- Have sufficient personnel available to perform system testing. Any required communications (i.e. radios) shall be provided by the permit holder.
- Notify all appropriate building personnel and occupants of the time period during which fire alarm testing will be conducted. Post signage at entry points if necessary.
- All detection and notification devices must be pre-tested prior to requesting a final inspection.
- The fire alarm communicator must be connected to two (2) active phone lines and the detection system on-line with the monitoring station.
- A Knox Box brand key box shall be on order or installed at the time of final inspection.
- The permit holder is responsible for the proper installation and operation of the permitted system. Failure of a final acceptance test requires will require a re-inspection. Consult with the appropriate fire district to determine what re-inspection fees may be assessed.

FIRE FLOW TEST INFORMATION

Fire flow test information may be obtained from the Fire District for the Valley Water District.

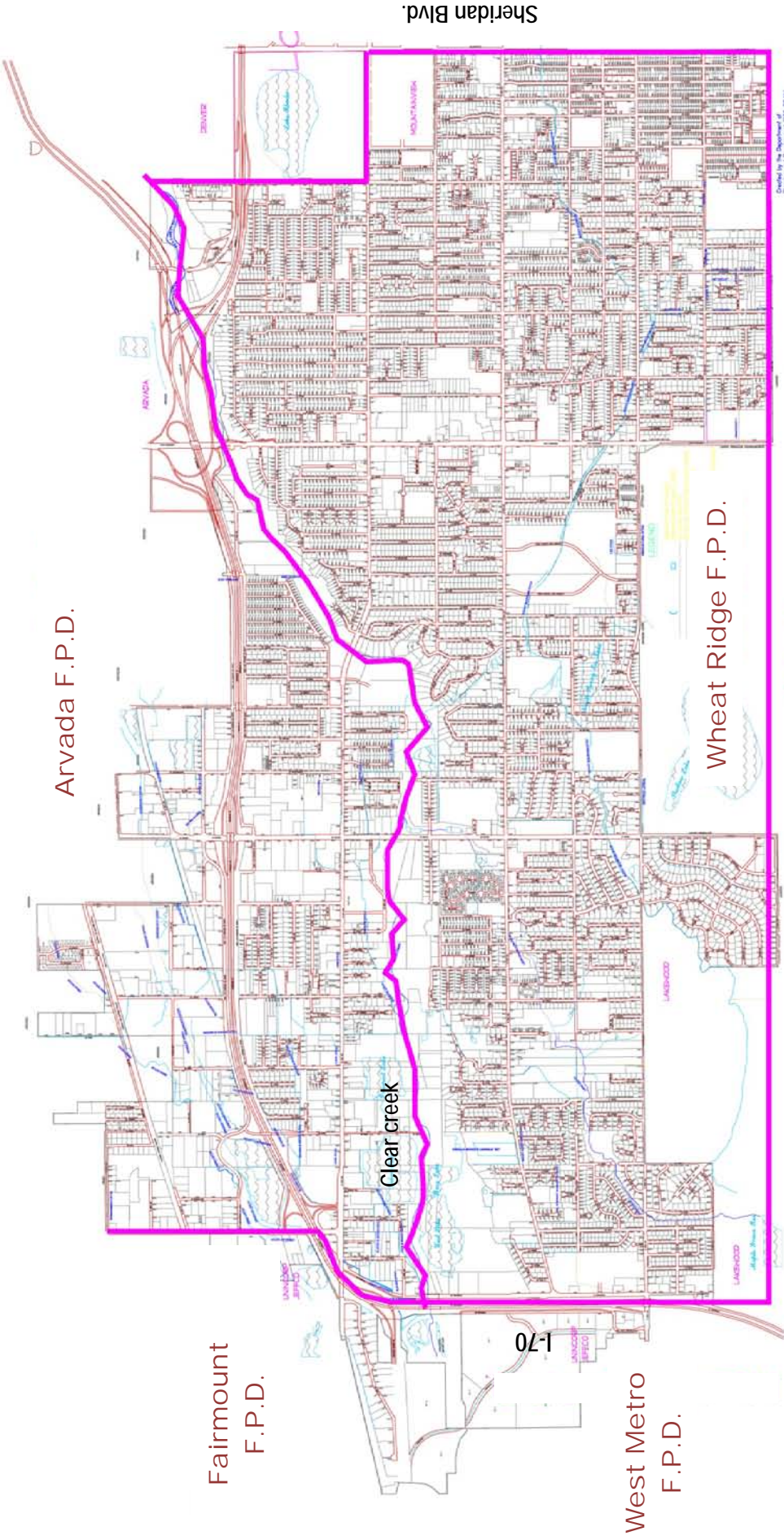
Fire flow tests are usually conducted with the Valley Water District within ten (10) working days of the request, unless weather conditions or scheduling conflicts arise between the Division of Fire Prevention and the Valley Water District.

For fire flow information in the Wheat Ridge Water District service area please call: 303-424-2844.

For fire flow information in the North Table Mountain Water service area please call: 303-279-2854.

For fire flow information in the Consolidated Mutual Water service area please call: 303-238-0451.

CITY OF WHEAT RIDGE FIRE PROTECTION DISTRICTS



Fairmount
F.P.D.

West Metro
F.P.D.

Arvada F.P.D.

Wheat Ridge F.P.D.

26th Avenue

Arvada Fire Protection District	Fairmount Fire Protection District	West Metro Fire Protection District	Wheat Ridge Fire Protection District
7903 Allison Way Arvada, Colorado 80005	4755 Isabell Street Golden, CO 80403	433 So. Allison Parkway Lakewood, CO 80226	3880 Upham Street Wheat Ridge, CO 80033
Phone: 303-424-3012 Fax: 303-432-7995	Phone: 303-279-2928 Fax: 303-278-1252	Phone: 303-989-4307	Phone: 303-403-5900 Fax: 303-940-0350
www.arvadafire.com	www.fairmountfire.org	www.westmetrofire.org	www.wrfire.org