



City of Richmond

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Bulletin Building Approvals Division Permits Section

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Automatic Fire Sprinkler Permits for Tenant Improvements and Minor Additions

No.: PERMITS-10
Date: 1998-04-22
Revised: 2006-04-25

Purpose:

- To inform the public of changes to the City's application and inspection requirements for automatic fire sprinkler system permits concerning tenant improvements and minor additions.

Background:

- The Building Approvals Division is reviewing how we do business and, in particular, how we can provide better customer service. One such area is the issuance of sprinkler permits.

Implementation:

- Effective May 4, 1998, when changes or additions are made for an existing sprinkler system, the following applies:
 - I. **Relocation of 12 or less sprinkler heads and/or addition of 4 or less new sprinkler heads**
 - No sprinkler drawings required.
 - Sprinkler permit fee and application (completed and signed by installer).
 - Sprinkler permit application must be submitted prior to issuance of building permit.

Note: The above is only applicable where the existing sprinkler heads are not used as an alternative to a required life safety system proposed in an equivalency report prepared by a Fire Protection Consultant.

Letter from Sprinkler Contractor verifying compliance to NFPA 13 is required for inspection approval.
 - II. **Relocation of 13 or more sprinkler heads and/or addition of 5 or more new sprinkler heads**
 - Three sets of Professional Engineer signed and sealed drawings (hydraulic calculations may be required).
 - One set of Letters of Assurance, Schedule B1, B2, Schedule E, and Schedule F from Registered Professional.
 - Sprinkler permit fee and application (completed and signed by installer).
 - The above information must be submitted at the time the Building Permit Application for Tenant Improvement/Addition is submitted

Note: Contractors Test Certificate and Schedules "C" and "E" from Registered Professional are required for final inspection.
- Should you have any questions, comments or suggestions concerning this bulletin, please contact our Code Engineer, Permits Section at 604-276-4283.

See over→

PROPOSED CHANGE TO EXISTING SPRINKLER REVIEW PROCESS FOR TENANT IMPROVEMENT FLOW CHART

