



Automatic Fire Sprinkler Permits for Tenant Improvements and Minor Additions

No.: PERMITS-10
Date: 1998-04-22
Revised: 2019-05-17

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 Department 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 B, 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 reference the Bulletin Number and email building@richmond.ca or call the Building Approvals General Inquiries line at 604-276-4118.

See over →

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

