



**FIRE PREVENTION DIVISION
PUBLIC SAFETY BUREAU**

**FIRE SERVICE MAIN
PLANS SUBMITTAL CHECKLIST
NFPA 24 (2002 EDITION)**

The following Fire Service Main Plans Submittal Checklist is required information for fire service main permit review. Use of the form does not guarantee that plans will be accepted on the first submittal, but will aid in reducing the number of re-submittals required due to the lack of information or conflicting information being provided. **This checklist should not be considered to be all inclusive. Additional information may be required. Use of this checklist will not eliminate the requirement for a good knowledge and understanding of NFPA 24.**

For issuance of the fire service main permit and prior to any installation and inspection request, the following items shall be completed, submitted and/or approved.

- Fire Service Main permit application.**
- Three (3) sets of shop drawings/plans.**
- Payment for permit fees.**

Any material installed or work performed prior to the issuance of a permit will be subject to four times the permit fee and/or required to be removed. A hard copy of the permit and an approved set of plans are required to be maintained on the job site at all times and must be on site prior to any work being performed unless a limited early start request has been granted. Limited early start requests are considered on a case by case basis, are required to be submitted in writing on letter head and are not automatically granted.

4.1.1 Working plans shall be submitted for approval to the authority having jurisdiction before any equipment is installed or remodeled.

4.1.2 Deviation from approved plans shall require permission of the authority having jurisdiction.

4.1.3 Working plans shall be drawn to an indicated scale on sheets of uniform size, with a plan of each floor, and shall include the following items that pertain to the design of the system:

- The size and location of all water supplies.
- Size and location of standpipe risers, hose outlets, hand hose, monitor nozzles, and related equipment
- The following items that pertain to private fire service mains:
 - (a) Size
 - (b) Length
 - (c) Location
 - (d) Weight
 - (e) Material
 - (f) Point of connection to city main
 - (g) Sizes, types, and locations of valves, valve indicators, regulators, meters, and valve pits
 - (h) Depth at which the top of the pipe is laid below grade
- The following items that pertain to hydrants:
 - (a) Size and location, including size and number of outlets and whether outlets are to be equipped with independent gate valves.
 - (b) Whether hose houses and equipment are to be provided, and by whom
 - (c) Static and residual hydrants used in flow
- Size, location, and piping arrangement of fire department connections

4.2.1 Installation work shall be performed by fully experienced and responsible persons.

Page 2 is required to be completed and signed.



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5.2.1 Private Fire Service Mains. Pipe smaller than 6 in. (152.4 mm) in diameter shall not be installed as a private service main supplying hydrants.

7.1.1 Hydrants shall be of approved type and have not less than a 6-in. (152-mm) diameter connection with the mains.

7.2.3 Hydrants shall be located not less than 40 ft (12.2 m) from the buildings to be protected.

7.2.4 Where hydrants cannot be located in accordance with 7.2.3, locations closer than 40 ft (12.2 m) from the building or wall hydrants shall be permitted to be used where approved by the authority having jurisdiction.

I attest that all required and applicable information noted above has been provided for review and approval and understand that inadequate or incorrect content is cause for permit denial.

Signature of Contractor or Contractor's Representative

Date