



CEDAR RAPIDS FIRE DEPARTMENT Fire Marshal's Office



APPLICATION INSTRUCTIONS FOR A PERMIT REGULATED BY THE CEDAR RAPIDS FIRE CODE

Applications for permits shall be submitted to the Cedar Rapids Fire Marshal's Office via E-mail at mollyk@cedar-rapids.org or v.mckinnon@cedar-rapids.org or US Mail at 713 1st Ave SE, Cedar Rapids IA 52401.

A permit applicant may be required to submit the following information for a complete permit application: a completed permit application, a site diagram, installation plans, MSDS sheets (if applicable), equipment data sheets, and permit application fee. If it is deemed necessary, further information may be required by the Cedar Rapids Fire Marshal's Office before a permit application is accepted for review.

The Cedar Rapids Fire Marshal's Office may take up to 14 days to review the application for compliance with the Cedar Rapids Fire Code (CRFC). Once it is determined that the application meets these requirements, a permit will be issued for installation per approved plans. Any changes to the approved plans shall be submitted in writing via a drawing and approved by the Cedar Rapids Fire Marshal's Office PRIOR to implementing the change.

If the permit is an installation process, then various inspections may be needed to ensure compliance with CRFC and permit application requirements. You must schedule these inspections with the Fire Marshal's Office a minimum of 48 hours in advance. Final approval from CRFD Fire Marshal's Office is required prior to use. If an operation is found to be in use without approval from the Cedar Rapids Fire Marshal's Office, a citation may be issued.

If you need any further information or assistance, or have any questions, please call the Cedar Rapids Fire Marshal's Office at (319) 286-5166.

INSTRUCTIONS:

- 1. Complete Page 2 for all permits, temporary or permanent.**
 - Permit Guide Sheets, with Fire Code sections referenced, are available for many of the permit categories. Check our website, or request guides from the Fire Marshal's Office at 319-286-5166.**
- 2. Enclose a check payable to the Cedar Rapids City Treasurer with your application.**
- 3. Include a site diagram, and if applicable, installation plan, MSDS sheets, equipment specification sheets, and other required supporting documents.**
- 4. Be sure to call for a final approval at the completion of the project.**

**CEDAR RAPIDS FIRE DEPARTMENT
Fire Marshal's Office**

**APPLICATION FOR A PERMIT REGULATED BY THE
CEDAR RAPIDS FIRE CODE**

INSTRUCTIONS:

Complete this page of the application and submit to the Cedar Rapids Fire Marshal's Office. "Permit Guides" include some Code information specific to many permit operations and are found on the Fire Marshal's Office Fire Code Permits page of our website at www.cedar-rapids.org/fire.

NOTE: The "Permit Guides" do not include all codes that apply to your individual project. Refer to the appropriate Chapter of the 2006 IFC (International Fire Code) and any local amendments for additional code requirements.

Permit Site Business Name _____

Permit Site Address _____

Permanent (installation) Temporary (installation)

Permit Conditions

A permit shall be obtained from the Cedar Rapids Fire Marshal's Office prior to installing any operation or system requiring a Permit (see the International Fire Code 2006 Section 105).

Application for Permit

- The permit applicant shall provide a legible site diagram listing the site business name, address, including system locations. Where applicable, please provide any information sheets regarding listing, approvals, electrical, mechanical, and any applicable other supporting documentation required for a Permit.
- The required fee must be included when the application is submitted.

Proposed project: _____

Fee per \$ _____ **Total Fee** _____ **Date** _____

The undersigned representative agrees to adhere to the Cedar Rapids Fire Code and all applicable Federal, State, and other local regulations

Contractor Company _____ **Address** _____

Contact Name & Signature _____ **Phone** _____

Party Responsible for Billing (if other than above)
Name _____ **Address** _____

FOR OFFICE USE ONLY!

Date received: _____ Fire Inspector Issuing Permit _____

Final Approval Inspector's Name _____ Date _____

CEDAR RAPIDS FIRE DEPARTMENT FIRE MARSHAL'S OFFICE

Permit Application for Sprinkler System Installation IFC 2012 (Permit AFSC)

Business name of installation. _____

Address of installation. _____

Read the following requirements and signify that you understand and agree to comply with the requirement by placing an "X" on the line next to the requirement. If you do not understand or do not agree to follow the requirement, do **NOT** place an "X" on the line. **This application shows only a portion of the law. All laws in force apply.**

Applicant Use	Office Use Only	REQUIREMENTS
_____ 1.	_____	PERMIT REQUIRED: A permit shall be obtained from the Cedar Rapids Fire Marshal's Office prior to any work being conducted at the site. The permit is valid for 180 days at a cost shown on P. 5 per sprinkler system being installed. Permit may be extended by written request. CRFC Sec. 105
_____ 2.	_____	DESIGN: A qualified person shall have a minimum National Institute for Certification in Engineering Technologies [NICET] Level III certification for Automatic Sprinkler System Layout OR, be a licensed engineer with experience in life safety system design. Other qualifications may be approved by the code official. CRFC 901.4.7
_____ 3.	_____	PLANS: CERTIFICATION OR QUALIFICATION OF THE DESIGN PROFESSIONAL SHALL BE SUBMITTED WITH THE PLANS. The permit applicant shall provide a minimum of two sets of working plans to the Fire Department in accordance with Chapter 8 of NFPA 13 (1999). CRFC 105.7 We will retain one set of plans for our files and return the other set to you with a Permit, when the application is complete and acceptable.
_____ 4.	_____	INSTALLATION: Installation of water-based fire protection systems shall be installed by or overseen by a qualified person. A qualified person shall have a minimum NICET Level II certification for Automatic Sprinkler Systems OR be person who has successfully completed a five-year approved apprenticeship program as a journeyman sprinkler fitter (e.g. American Fire Sprinkler Association [AFSA], National Fire Sprinkler Association [NFSA]). Other qualifications may be approved by the code official. This qualified person shall verify that all installations comply with the working plans. At least one qualified person shall be on site during installation.

CEDAR RAPIDS FIRE DEPARTMENT

FIRE MARSHAL'S OFFICE

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5. **INSTALLATION: CERTIFICATION OR QUALIFICATION OF THE INSTALLATION PROFESSIONAL SHALL BE SUBMITTED PRIOR TO WORK ON SITE.**
A Water-Based Fire Protection System Record of Inspection form shall be accurately completed and submitted by the qualified person with the same information as shown in NFPA 25 2002 Edition, Annex B (including the Backflow Prevention Assembly Test and Maintenance Record).
6. All installations shall comply with all CRFC and applicable NFPA Standards, Cedar Rapids Building Code and applicable Federal, State and other local requirements. NOTE: Backflow protection per Cedar Rapids Water Department rules. CRFC 105.3
7. **FDC: Fire Department connections shall be on the street (address) side of buildings, or in rare cases, an 'approved' side of the building, and shall be located and arranged so that hose lines can be readily and conveniently attached to the inlets. Use the Cedar Rapids thread. NFPA 3-9.1 Exception 1. 3-9.3; NFPA 13: 5-15.2.3.5**
8. **FDC: Each fire department connection to sprinkler systems shall be designated by a sign having raised or engraved letters at least 1 inch in height on a plate or fitting reading service design - for example: **AUTO SPRINKLER. Where a Fire Department connection services ONLY a portion of a building, a sign shall be attached indicating the portions of the building served. NFPA 13: 5-15.2.3.4; 5-15.2.3.5****
9. **FDC: Fire department connections shall be properly supported. A listed check valve shall be installed in each FDC. There shall be NO shutoff valve in the FDC piping. NFPA 13: 5-15.2.3.7; 5-15.2.4.1; 5-15.2.4.2**
10. **MONITORING REQUIRED: All valves controlling the water supply for automatic sprinkler systems and water flow switches on all sprinkler systems shall be electrically monitored where the system contains 20 heads or more. CRFC 903.4**
11. **INSPECTOR TEST: Inspector test valve shall be tagged. Waterflow detection shall be flow tested through the inspector's test connection and shall result in audible flow alarm on the premises after such flow begins (we are looking for NOT > 90 seconds). NFPA 3-8.3 NFPA 25 5.3.3.3**
12. **INSPECTOR TEST: The test connection is to be piped from the end of the MOST REMOTE BRANCH LINE. The test valve should be located at an accessible point and preferably NOT over 7 foot above the floor. NFPA 13: 5-15.4.2 See also Appendix.**

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- _____ 13. _____ **INSPECTOR TEST:** An alarm test connection NOT less than 1 inch in diameter, terminating in a smooth bore corrosion resistant orifice, giving a flow equivalent to one sprinkler of a type having the smallest orifice installed on a particular system, shall be provided to test EACH waterflow alarm device for EACH system. The discharge SHALL be to the outside or to a drain connection capable of accepting full flow under system pressure - where water damage will NOT result. NFPA 13: 5-15.4.2
- _____ 14. _____ **INSPECTOR TEST:** The discharge should be to the outside; however, it may terminate into a drain capable of accepting FULL flow under system pressure. In this event, the test connection should be made using an approved sight test connection containing a smooth bore corrosion resistant orifice giving the equivalent to one sprinkler simulating the least flow from an individual sprinkler in the system. NFPA 13: 5-15.4.2
- _____ 15. _____ **MAIN DRAIN:** Main drain test connections shall be provided at locations that will permit flow tests of water supplies and connections. They shall be so installed that the valve can be opened wide for a sufficient time to assure a proper test WITHOUT causing water damage. Main drain connections shall be sized in accordance with 5-14.2.4 and 5-14.2.6 NFPA 5-15.4.1
- _____ 16. _____ **AUXILIARY DRAINS:** Where the capacity of trapped sections of pipes in wet systems is more than 5 gallons and less than 50 gallons the auxiliary drain shall consist of a valve 3/4 inch or larger and a plug or a nipple and cap. NFPA 13 5-14.2.5.2.1
- _____ 17. _____ **ESCUTCHEON PLATES / GUARDS:** Escutcheon plates used with a recessed or flush type sprinkler SHALL be part of a listed sprinkler assembly. Sprinklers subject to mechanical injury shall be protected with listed guards. Non-metallic escutcheon plates shall be listed. NFPA 13: 3-2.7
- _____ 18. _____ **SPRINKLERS:** Shall be provided throughout, per NFPA13/13D/13R. Any sprinkler omissions shall be approved by the Fire Department. See ELECTRICAL EQUIPMENT NFPA 13:5-13.11
CRFC 903.3.1.1.1

CEDAR RAPIDS FIRE DEPARTMENT

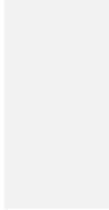
FIRE MARSHAL'S OFFICE

Permit Application for Sprinkler System Installation IFC 2012 (Permit AFSC)

- _____ 19. _____ **SPARE SPRINKLERS:** A supply of spare sprinklers (**never fewer than six**) shall be maintained on the premises so that any sprinklers that have operated or been damaged in any way can be promptly replaced. These sprinklers shall correspond to the types and temperature ratings of the sprinklers in the property - kept in a cabinet - **A special sprinkler wrench shall also be provided and kept in the cabinet** to be used in removal and installation of sprinklers. **NFPA 13: 3-2.9**
- _____ 20. _____ **SIGNS:** Shall be placed on the sprinkler riser with approved information about that sprinkler system.
e.g. NFPA 13: 10-5 Hydraulic design information sign: Location of the design area or areas
- Discharge Densities over the design area or areas
 - Required flow and residual pressure demand at the base of the riser
 - Occupancy classification or commodity classification and maximum permitted storage height and configuration.
 - Hose stream demand included in addition to the sprinkler demand.
- _____ 21. _____ **OBSTRUCTIONS TO SPRINKLER DISCHARGE:** Sprinklers shall be installed under fixed obstructions over 4 ft wide such as ducts, decks, open grate flooring, cutting tables, and overhead doors. **EXCEPTION:** Non-fixed obstructions such as conference tables. **NFPA 13: 5-7.5.3.2**
- _____ 22. _____ **SIDEWALL:** Sidewall sprinklers shall be installed **NO CLOSER** than 4 ft from light fixtures or similar obstructions. The distance between obstructions and sidewall sprinklers more than 4 ft shall be in conformance with Table 5-7.5.1.2 **NFPA 13: 5-7.5.1.2**
- _____ 23. _____ **WALLS:** Sprinklers shall be located a **MINIMUM** of 4 inches from a wall. **NFPA 13: 5-8.3.3.** Sprinklers shall be located a **MAXIMUM** distance of not more than 1/2 of the allowable distance between sprinklers. **NFPA 13: 5-8.3.2**
- _____ 24. _____ **ALARMS:** An approved audible sprinkler flow alarm (**weather resistive horn strobe**) shall be provided on the exterior of the building in an approved location. An approved audible sprinkler flow alarm to alert the occupants shall be provided in the interior of the building in normally occupied location(s). (**If there are multiple tenants, then each tenant space shall have at least one horn strobe installed in an approved location**). **CRFC 903.4.2**
- _____ 25. _____ **TEST / WITNESS REQUIREMENTS**
- Notify the **Cedar Rapids Fire Department** and owner's representative of the time and date testing will be performed at least 24 hours in advance.

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- Perform all required acceptance tests. We want to be scheduled to witness the END of the 2-hour hydrostatic test.
- Complete and sign the appropriate Material and Test Certificate.
- Submit copy of appropriate Material and Test Certificate to Cedar Rapids Fire Department within one week of test completion.

AFSC 105.7.1 Automatic fire-extinguishing systems. A construction permit is required for installation of or modification to an automatic fire-extinguishing system. Maintenance performed in accordance with this code is not considered a modification and does not require a permit. See table below for review and compliance inspection fee:

< 50 heads	Fee \$ 150
51-100 heads	Fee \$ 175
101-200 heads	Fee \$ 205
201-300 heads	Fee \$ 230
301-400 heads	Fee \$ 265
401-500 heads	Fee \$ 290
501-600 heads	Fee \$ 320
601+ heads	Fee \$ 345

EXTRA PERMIT TRIP FEE A fee of \$75 shall be assessed for each additional inspection required because of incomplete or non-compliant work from a previous scheduled inspection.

Installation Contractor: Business _____ **Phone** _____
Name _____

Plan Design Professional: _____ **Qualification** _____

FOR OFFICE USE ONLY!

FOR INSPECTORS ONLY! UPON FINAL INSPECTION – Check each item on the application to determine if the installation meets the requirement. If the installation does not meet the requirement, write a violation notice for the deficiency.

Approved as completed as of
the date:

Inspector's Name