



APPLICATION CHECKLIST

FIRE SPRINKLER AFFIDAVIT

Install (1-6) Sprinkler Heads, Removal of (1-6) Sprinkler Heads

SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below

1. PLANS – combine the following 8 ½ x 11 format items into one file labelled “Fire Sprinkler Affidavit”

Application

- o Complete Fire Sprinkler Affidavit Application

Fire Sprinkler Affidavit Plan

- o Sketch of the area of work.
- o All work is limited to drops and arm-overs only.
- o Positions of sprinkler heads relative to architectural features such as soffits, beams, partitions, walls etc. complies with the current edition of NFPA 13, 13R or 13D.
- o The proposed work does not require hydraulic calculations.
- o Only one sprinkler head will be installed from one drop. (Exception: Up to 2 heads from one drop may be installed when each head is in a separate fire area.)
- o The area covered per head is limited to the spacing requirements of NFPA 13, 13R or 13D.
- o Tenant improvements in new buildings shall be equipped with Quick response heads. See NFPA 13 Section 5.5 for exceptions.
- o The installation shall comply with the requirements of the current edition of NFPA 13, 13R or 13D.
- o Piping shall **not** be concealed until hangers and bracing are inspected and approved.
- o Final approval shall be subject to an onsite inspection.

Fire Sprinkler Affidavit Documents

- o Specifications

No work done prior to approval and issuance of permit.

Notes:

Applicant:	Property Address:	Permit #
Contractor:	Contractor ROC:	Date Submitted:

Revision Date: 12/1/2023