

Process and Procedures for Suppression Systems Other than Fire Sprinklers (New, Change-out, or Modification)

Notice to Fire & Life Safety Permit Applicants:

For our office to be able to expedite your permit request in a timely manner, we ask that you assist us by following these procedures:

All applicants must completely fill out and sign a Fire Suppression System other than Sprinkler Permit application.

- A)** Submit two (2) sets of complete system schematics and two (2) sets of signed and sealed plans including, but not limited to: detail of the system, location of heads, alarm devices, extinguishing agent, etc. One set will be returned to you when approved.
- B)** If current copy is not already on file, submit a copy of your Florida Contractor's license, Santa Rosa County Occupational license, Proof of Worker's Compensation, and Proof of General Liability.
- C)** Pay plans review fee of \$80.00 per fee schedule.
- D)** Plans will not be accepted until steps A, B, & C are completed.
- E)** If approved, your copy of approved plans, permit, and comments letter may be picked up at FPB offices.
- F)** If not approved, comments letter may be emailed or faxed to you.
- G) No work shall commence without MFD Permit being issued and posted on site.**
- H) Permit must be posted on site throughout construction.**
- I)** Licensed contractor to be on site at all times during installation and testing and must have a current card in his/her possession at all times.
- J)** Your copy of MFD FPB approved plans must be on site during construction.
- K) All inspections shall be scheduled not less than 24 hours in advance.**
- L) The following inspections must be called for throughout the system progress:**

Above plans review fee includes **one** rough-in and **one** final inspection. All additional inspections are \$25.00 **each** due prior to inspection.

- 1)** Fire suppression system rough-in
- 2)** Further testing required by applicable NFPA
- 3)** Final test in compliance with appropriate NFPA (to include balloon test, alarm activation, gas shut-off, and FD notification)