



HOW TO OBTAIN A PERMIT FOR
Fire Sprinkler Systems

City of San Diego
Development Services Department
1222 First Avenue, MS 401, San Diego, CA 92101-4101

INFORMATION
BULLETIN

139

May 2019

This Information Bulletin covers the procedures for obtaining a permit to install a fire sprinkler system and applies to all National Fire Protection Association (NFPA) 13 and 13R sprinkler systems.

I. SUBMITTAL REQUIREMENTS

The following plans and documents shall be provided when applying for a fire sprinkler permit.

A. Forms / Documents

Provide one copy of:

1. General Application (DS-3032).
2. Fire permit worksheet located on page 4 of Information Bulletin 506, Fire Permit Fees.
3. Hydrant flow form completed by City of San Diego staff within the last 12 months. Hydrant flow information can be obtained by filling out the Hydrant Flow Request Form DS-160. This form must be affixed electronically to the plans.
4. Approved copy of the High-Piled Combustible Storage Form DS-164, if applicable. When required, this form must be affixed electronically to the plans.

B. Plans

1. **Tenant Improvements (TIs).** Projects involving the replacement, movement or addition of up to 20 sprinkler drops or armovers in an existing system will not require submittal of sprinkler plans provided that the design meets the conditions specified in Sections II and III of Form DS-161, Affidavit for Fire Sprinkler Alterations or Tenant Improvements (TIs), and the existing system is an NFPA 13/13R system protecting one of the following spaces or hazards:
 - a. Light hazard occupancies
 - b. Laboratories which are classified as a Group B Occupancy per the California Building Code
 - c. Retail sales floor areas (storage areas are outside the scope of the affidavit)
 - d. Commercial kitchens
 - e. The addition of up to two dry type sprinklers
 - f. Relocation of sprinklers fed by existing flexible sprinkler hose. New flexible sprinkler hose is not allowed.

The Architect, Mechanical or Fire Protection Engineer, Class B General Contractor, or C-16 Sprinkler Contractor may complete Form DS-161, as specified in the form. Provide two copies of the affidavit form at the time of submittal. All other TIs must provide plans as described for **All Other Fire Sprinkler Systems** in the section below.

2. **All Other Fire Sprinkler Systems.** Provide one copy of the sprinkler plans for a non-deferred submittal or two copies of the sprinkler plans for a deferred submittal. The plans shall provide the following information, as applicable:
 - a. All information required in the NFPA 13, Chapter 22, Plans and Calculations.
 - b. For deferred submittals, the associated building permit number.
 - c. Stamp and signature by the designer of record (installing contractor or California licensed Fire Protection or Mechanical Engineer). The designer's name and license

number must be clearly provided on the plans. The designer of record must be responsible for the entire project design.

- d. Type of construction of the building per the California Building Code.
- e. Location and make/model of cross-connection control device.
- f. Number of sprinklers to be added, modified or relocated.
- g. The type of existing and proposed sprinklers.
- h. The existing system design (i.e. hazard classification, density and design area).
- i. The location and settings of all Pressure Reducing Valves (PRVs).
- j. The location of fire access roadways for sprinkler plans for new buildings or additions to existing buildings.
- k. A copy of the approved underground fire service plans for new systems when underground fire service is submitted separately, see Information Bulletin 181.

C. Hydraulic Calculations

1. **Where Required.** Hydraulic calculations are required for all new projects. TI projects do not require hydraulic calculations unless one of the following is proposed:
 - a. A new cross-connection control device is added or the existing cross-connection device is altered,
 - b. The new hazard classification proposed is more restrictive than the original design,
 - c. Sprinklers other than standard spray are proposed or required,
 - d. New and/or additional flexible connections are proposed, or
 - e. Systems deemed by the sprinkler reviewer as needing hydraulic calculations.
2. **Details.** Provide one copy of hydraulic calculations per NFPA 13 for each remote area. Hydraulic calculations shall include all pipe, valves, fittings and other appurtenances from all sprinklers within the hydraulically most remote design area back to the effective point of the water supply information provided by the City of San Diego staff, which will typically be the point of connection for the fire hydrant closest to the project site.
3. **Fire Pumps.** Where a fire pump is installed as a part of the fire sprinkler system to boost the system pressure, the fire pump performance curve shall be included in each calculation. Using separate supply calculations to shift the effective supply point to the discharge side of the fire pump will not be an acceptable alternative to including the fire pump performance curve as an integral part of each calculation.

D. Sway Brace Calculations

Provide sway brace calculations using the form from NFPA 13. Chapter 9.

E. Manufacturer's Data Sheets

Provide one copy of manufacturers' data sheets for all portions of the sprinkler system including, but not limited to:

1. Pipe, fittings, valves
2. Hangers, sway bracing
3. Sprinklers
4. Cross-connection control device
5. Fire pumps, jockey pumps, controllers (as applicable)

II. OTHER REQUIREMENTS

The installation of the fire service requires a separate right-of-way permit. See Information Bulletin 166, How to Obtain a Permit for Water, Sewer or Fire Service. The installation of a cross-connection control device must be in accordance with Information Bulletin 113, How to Obtain Approval for Cross-Connection Controls. The device must be located on private property as close to the property line as possible or have Cross-Connection Control Section approval for an alternate location.

III. OPTIONS FOR REVIEW PROCESS

For all fire sprinkler projects, please check in on the 3rd floor of the Development Services Center, located at 1222 First Avenue. The following review options are available for sprinkler systems.

A. Over-the-Counter Review

Tenant improvements no larger than 10,000 square feet for occupancy classifications Group B, M, F and S and all affidavits (DS-161) can be reviewed over-the-counter.

B. Submitted Review

All other projects must be submitted for plan review.

IV. FEES

Fire sprinkler fees will be charged based upon Information Bulletin 506, Fire Permit Fees. For your convenience, DSD offers on-line payments through our website. Payment may also be made in person by cash, check, ATM card, Visa or MasterCard. Checks shall be in the exact amount, drawn on US banks, and made payable to the "City Treasurer." Due to space constraints, we are unable to store submitted plans awaiting fee payment. **Please note that plan check fees and other administrative fees are non-refundable. See Refund Policy noted within Refund Application Form DS-721 for additional refund information.**

V. INSPECTIONS

See Information Bulletin 120 Project Inspections for information regarding project inspections for fire sprinkler systems. Note that a Sprinkler Final is required for all sprinklered buildings regardless of the number of sprinklers added or relocated.

Documents referenced in this Information Bulletin

- Hydrant Flow Request, [DS-160](#)
- Affidavit for Fire Sprinkler Alterations or Tenant Improvements (TIs), [DS-161](#)
- High-Piled Combustible Storage, [DS-164](#)
- General Application, [DS-3032](#)
- [Information Bulletin 113](#), Cross-Connection Control
- [Information Bulletin 120](#), Project Inspections
- [Information Bulletin 166](#), How to Obtain a Permit for Water, Sewer or Fire Service
- [Information Bulletin 181](#), How to Obtain a Permit for Private Underground Fire Service and Hydrants
- [Information Bulletin 506](#), Fire Permit Fees
- [National Fire Protection Association \(NFPA\) Standard for the Installation of Sprinkler Systems \(NFPA 13\)](#)
- [National Fire Protection Association \(NFPA\) Standard for the Installation of Sprinkler Systems in Low-Rise Residential Occupancies \(NFPA 13R\)](#)
- Refund Application, [DS-721](#)