



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

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

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 (see 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 "Hydrant Flow Request" (DS-160).
4. Approved copy of the "High-Piled Combustible Storage" form (DS-164), if applicable.

B. Plans

1. Tenant Improvements (TIs): Projects involving the replacement, movement, or addition of up to 20 sprinklers in a light hazard, wet sprinkler system will not require submittal of sprinkler plans provided that the design meets the conditions specified in Sections II and III of "Affidavit for Fire Sprinkler Alterations or Tenant Improvements (TIs)" (DS-161). The General Contractor or Sprinkler Contractor must complete DS-161, as specified in the form.

All other TIs must provide plans as required for all other fire sprinkler systems as listed in the section below.

Documents referenced in this Information Bulletin

- San Diego Municipal Code, ([SDMC](#))
- [California Fire Code](#)
- [Information Bulletin 113](#), Cross-Connection Control
- [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
- Hydrant Flow Request, [DS-160](#)
- Affidavit for Fire Sprinkler Alterations or Tenant Improvements (TIs), [DS-161](#)
- Request for Fire Inspection, [DS-162](#)
- High-Piled Combustible Storage, [DS-164](#)
- General Application, [DS-3032](#)
- [National Fire Protection Association \(NFPA\) Standard for the Installation of Sprinkler Systems \(NFPA 13\)](#)

2. All Other Fire Sprinkler System Submittals: Provide two copies of the sprinkler plans with the following information, as applicable:
 - a. All information required in the NFPA 13, Chapter 22, Plans and Calculations.
 - b. Associated building permit number. This is required when fire sprinkler plans are being submitted separately from the building construction plans and are required to be submitted and inspected prior to final inspection of the associated building permit.
 - 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

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 fire hydrant closest to the project site. 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.

Hydraulic calculations are not required to be submitted for TIs projects unless one of the following is proposed:

1. A new cross-connection control device is added,

2. The new hazard classification proposed is more restrictive than the original design,
3. Sprinklers other than standard spray are proposed or required,
4. Flexible connections are proposed, or
5. Systems deemed by the sprinkler reviewer as needing hydraulic calculations.

D. 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 staff 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 options are available for the review of fire sprinkler systems.

A. Over-the-Counter Review

The following types of projects can be reviewed over-the-counter:

1. Office tenant improvements (TIs) with light hazard systems involving no more than 50 sprinklers.
2. Projects utilizing the "Affidavit for Fire Sprinkler Alterations or Tenant Improvements (TIs)" (DS-161).

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. Plan check fees are required to be paid prior to review unless otherwise indicated below. For your convenience, DSD offers on-line payments through OpenDSD. 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

To schedule inspections, use form DS-162 "Request for Fire Inspection". Required inspections may include: Underground Visual, Underground Hydro, Sprinkler Rough, and Sprinkler Final.

A Sprinkler Final is required for all sprinklered buildings including affidavit permits, regardless of the number of sprinklers added or relocated.