

**HOW TO OBTAIN A PERMIT FOR  
Private Underground Fire Service and Hydrants****181**

1222 FIRST AVENUE, MS 401 SAN DIEGO, CA 92101-4101

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This Information Bulletin covers the procedure for obtaining a permit to install private underground fire service mains and fire hydrants. Private fire service mains include the portion of the underground fire service main from the property line to the structure. Portions of underground fire service main from the public right of way to the property line are reviewed and inspected through a separate public right-of-way permit. An underground fire service is required for all new fire sprinkler system installations.

**I. SUBMITTAL REQUIREMENTS**

The following plans and documents shall be provided when applying for a private fire service main and/or fire hydrant permit.

**A. Forms**

Provide one copy of the completed General Application (DS-3032).

**B. Plans**

1. Provide two copies of the underground fire service plans with the following information:
  - a. All information required in NFPA 24.
  - b. Associated building permit number(s), where applicable.
  - c. Detailed scope of work.
  - d. Type of construction and occupancy of the building per the California Building Code.
  - e. Location, make and model of cross-connection control device.
  - f. Installing contractor's license type or registered professional engineer's stamp and signature. The following California contractor's license classifications are acceptable: C-16, C-34, C-36 and General Engineering Contractors (A).
  - g. Details for fire hydrants, protection posts, concrete thrust blocks, pipe bedding and trench backfill, and RPDA backflow prevention using the current edition of the City of

**Documents Referenced in this  
Information Bulletin**

- California Building Code (CBC)
- California Fire Code (CFC)
- [Information Bulletin 113](#), How to Obtain Approval for Cross-Connection Control
- [Information Bulletin 139](#), How to Obtain a Permit for Fire Sprinkler Systems
- [Information Bulletin 166](#), How to Obtain a Permit for Water, Sewer or Fire Service
- [Information Bulletin 506](#), Fire Permit Fees
- Hydrant Flow Request, [DS-160](#)
- General Application, [DS-3032](#)
- [National Fire Protection Association \(NFPA\) Standard for the Installation of Sprinkler Systems \(NFPA 13\)](#)
- [NFPA Standard for the Installation of Private Fire Service Mains and Their Appurtenances \(NFPA 24\)](#)

San Diego Standard Drawings for Public Works Construction, Chapter 10 Water Supplies.

2. Plans shall use single line diagrams for piping, showing only the City main and the proposed and/or existing underground fire service that is part of the proposed scope of work.

**C. Manufacturer's Data Sheets**

Provide one copy of manufacturer's data sheets for all portions of the underground fire service including but not limited to:

1. Piping
2. Fittings
3. Valves
4. Restraining devices
5. Cross-connection devices
6. Meters
7. Hydrants

**II. OTHER REQUIREMENTS**

- A. Connection to the City's water mains requires a separate right-of-way permit.

See Information Bulletin 166, "How to Obtain a Permit for Water, Sewer or Fire Service".

- B.** The installation of a cross-connection control device on fire service mains 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. All alternate locations must obtain approval from Development Services Department (DSD) Water and Sewer Development Review staff.
- C.** For overhead fire suppression systems, see Information Bulletin 139, "How to Obtain a Permit for a Fire Sprinkler System". When submitting overhead fire suppression systems for review, an approved underground fire service drawing will be required prior to plans being approved.

### **III. OPTIONS FOR REVIEW PROCESS**

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 private underground fire service systems.

#### **A. Over-the-Counter Review**

New underground fire service plans for a single building having one control valve and one fire department connection where an approved cross-connection control device is located at the property line, above ground and accessible.

#### **B. Submitted Review**

All other projects must be submitted for plan review.

### **IV. FEES**

Private underground fire service plans are subject to the applicable fees contained within Information Bulletin 506, Fire Permit Fees.