



Process and Procedures for Fire Main (Underground)

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 Pump/Fire Main/Standpipe Safety application.

- A) Submit three (3) sets of schematics for piping, connection devices, etc. and three (3) complete sets of signed and sealed plans including, but not limited to: pipe size, type, location, FDC connection, 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, Okaloosa County Occupational license, Proof of Worker's Compensation, and Proof of General Liability.
- C) Pay minimum plans review fee as per City fee schedule (minimum \$125.00 each).
- D) Plans will not be received nor reviewed until steps A, B, & C have been completed.
- E) If approved, your copy of approved plans, permit, and comments letter may be picked up at Mary Esther Fire Department/ City Hall.
- F) If not approved, comments letter may be emailed or faxed to you.
- G) No work shall commence without a Mary Esther Fire Department – LSB 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.
- J) Your copy of Mary Esther Fire Department – LSB 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 in compliance with NFPA 24:

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 Main rough-in (all piping, joints and thrust blocks must be exposed; all “Mega-Lug” type connections shall be covered with black rust preventer {NFPA 24})
2. Pressure test: 200 psi for 2 hours {NFPA 24} (all joints must be exposed; gauges must be witnessed by Mary Esther Fire Marshal to be at zero (0) prior to commencing test) FDC clearances and identification compliant with NFPA 118.3.4.3
3. Flush (not less than 390 gpm for a sufficient time to ensure thorough cleaning {NFPA 24})