



Process and Procedures for Fire Sprinkler Systems (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 Sprinkler Permit application.

- A) Submit three (3) complete sets of signed and sealed plans including, but not limited to: fire flow calculations building floor plan, location of heads, alarm devices, water supply, FDC must be equipped with Knox Cap (Knox application form available at Mary Esther Fire Department). All sprinkler systems must be monitored by Alarm Company (AHJ requirement). 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 plans review fee, shall be in accordance with fee schedule.**
- D) Plans will not be accepted 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 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 and must have a current ID card in his/her possession at all times. (F.S. 633.60, 633.547)**
- 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:**

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

1. Mary Esther Fire Department Fire Marshal/Inspector shall witness hydrant flow test for sprinkler calculations
2. Fire Sprinkler system rough-in (ceiling to remain open and piping and hangers visible; must be signed off by Mary Esther Fire Department Fire Marshal/Inspector prior to covering)
3. Pressure Test (200 psi for 2 hours in compliance with NFPA 13; Mary Esther Fire Department Fire Marshal/Inspector shall verify gauges are at zero (0) prior to test commencement
4. Final test in compliance with NFPA 13 (to include flow test, alarm activation and FD notification, hydraulic calculations plate on riser, riser tagged, etc.)