



*Process and Procedures for
Suppression Systems Other
Than Fire Sprinklers
(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 Suppression System other than Sprinkler Permit application.

- A)** Submit three (3) sets of complete system schematics and three (3) sets of signed and sealed plans including, but not limited to: detail of the system, location of heads, alarm devices, extinguishing agent, 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 plans review fee as per fee schedule (minimum of \$80.00).
- 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 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 and must have a current ID card in his/her possession at all times.

J) Your copy of Mary Esther Fire Department 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. Fire suppression system rough-in
2. Further testing required by applicable NFPA
3. Final test in compliance with appropriate NFPA (to include balloon test, alarm activation, gas shut-off, and FD notification)