

**FREEPORT FIRE & EMS DEPARTMENT
OFFICE OF THE FIRE MARSHAL**

AUTOMATIC FIRE SPRINKLER SYSTEMS MODIFICATIONS/SYSTEM ALTERATIONS

These guidelines are to be followed when a business, facility or organization proposes to modify an existing automatic fire sprinkler system within the City of Freeport. This document shall assist in the preparation of an automatic fire sprinkler system submittal for permit. These guidelines are not to be interpreted as containing all data required for proper design, installation, or approval. Additional information can be found in the full submittal documents for an Automatic Fire Sprinkler System.

PERFORMANCE AND INSTALLATION REQUIREMENTS

1. A permit shall be required for all modifications to an automatic sprinkler system regardless of the number or configuration of the changes.
 - a. EXAMPLE: Permit required for one (1) or more sprinkler heads added/relocated.
 - b. EXAMPLE: Permit required for any pipe, valve or appurtenance changes.
 - c. EXAMPLE: Like-for-Like without a model number or version change does not require a permit; however, a scope of work letter must be submitted to the Fire & EMS Department.
2. The Office of the Fire Marshal may approve alternate methods and material, as well as review minor scopes of work to determine permitting required.

To expedite the plan review and inspection processes, please refer to the information listed below.

PERMITTING REQUIREMENTS

3. Provide a written description of the work to be performed.
4. Fax submittals will not be accepted.
5. A "Wet" RME signature and stamp, as required by Article 5-43.2, Section 34.717, is required on all plan drawings.
6. Hydraulic calculations will be required if the area(s) to be modified are within the original design area and/or the modifications proposed create a higher hazard classification or as determined by the Fire Marshal.
7. Plans shall be clear and legible and all sheets shall be in a common and appropriate scale.
8. A minimum of two (2) paper sets and one (1) electronic set of plans shall be submitted. Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review. A minimum of one (1) set of data specifications sheets for all equipment used shall be provided. A minimum of one (1) set of hydraulic calculations shall be provided, if applicable. The following information shall be provided on the plans.
 - a. Floor plan.
 - b. Square footage.
 - c. Intended use of each room is identified.
 - d. Occupancy classification and type of hazard (i.e. light, ordinary).
 - e. Scope of Work.
 - f. Site plan to indicate where, in the building, the modification is to be performed. Cloud area or otherwise indicate.
 - g. Type of sprinkler heads and area of coverage per sprinkler head.
 - h. Elevation of sprinkler lines and node points.
 - i. Hanger details.
 - j. Hanger locations.
9. Section view detail, if required.

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10. Provide notes to indicate the following;
 - k. Design standards.
11. The title block shall contain the following;
 - l. Location of the installation.
 - m. Name and complete address of the business.
 - n. Name and complete address of the installing company.
 - o. Licensing information.
 - p. Date.
 - q. Drawn by.
 - r. Authority Having Jurisdiction.
 - s. Scale.
12. An equipment legend shall be provided to include;
 - t. Symbol, sprinkler description, manufacturer, model number, and quantity for each device.
 - u. Pipe and fittings type.
 - v. Indicate which sprinkler heads are new, existing and relocated.
 - w. Indicate what piping is new and existing.
13. Sprinkler Drop and Hangers: Pipe spans over 3 ft. may require an additional hanger to meet the requirements of NFPA 13, 2013. This is subject to the field inspector at time of visual inspection.
14. Location of Hangers on Branch Lines NFPA: Hangers shall be placed such that the cumulative horizontal length of unsupported armover to a sprinkler drop does not exceed 2'.
15. See NFPA 13, 2013 Edition for additional plan submittal requirements.
16. A full equipment listing.
17. Manufacturer documentation for all parts and materials used in the project.
18. Drawings shall be submitted for review and approval, PRIOR to installation.
19. Drawings shall be generated by the installing company specific to the installation. Drawings shall show plan view and other pertinent information.
20. Submittal package must identify and include all the above requirements to be accepted for review.
21. Modifications to the automatic sprinkler system shall not be performed until a Permit has been issued. Any work performed prior to the issuance of this permit may result in a citation being issued for violation of Section 113.3 of the 2015 International Fire Code.

GENERAL SUBMITTAL REQUIREMENTS

22. Each submittal shall have a completed Freeport Fire & EMS Department Plan Review Permit Application.
23. Plans approved by the Office of the Fire Marshal give authorization for installation. Final approvals are subject to field verification. Any approval issued by the Office of the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances.
24. All fire & EMS department inspection forms and permits shall be kept on the job site until final inspection.
25. All installations shall comply with the approved plans. Any deviation from the approved plans requires a re-submittal to the Office of the Fire Marshal.

All modifications to an automatic sprinkler system for the purposes of this guideline and any other guidelines or requirements of the Fire & EMS Department shall conform to the 2015 International Fire Code, as adopted and amended by City of Freeport.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Freeport, or determinations and positions of the Fire Chief or Fire Marshal.