

PROCEDURE FOR OBTAINING A SPRINKLER PERMIT

1. Fully complete the application for your permit making sure to date and sign it and return it along with the required application fee. The applicant for a permit may be the owner or owner's agent. (Please note that although the application fee is non-refundable, it will be applied toward the total cost of your permit(s), with the balance due at pick-up.)
2. For residential applications, the Building Inspector has a **3 week** period to review and approve or deny your permit application. For non-residential (commercial), **6 weeks** is allotted. Make sure there are daytime and evening telephone numbers for the Building Inspector to reach you should there be any questions about your application.
3. After the application has been approved, the applicant will be contacted when the permit is ready to be picked up and informed of the balance due. At pick up you will be asked to sign all copies of the permit, pay the balance of the permit fee and you will be given a check list with the inspection requirements for your project.
4. Permits are valid for one (1) year from date of issuance. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. An additional fee will apply.
5. If you have any questions concerning your application, please contact Kraft Code Services at 610.775.7185. If no one is available when you call, please state the municipality your call pertains to and leave a detailed message.
6. **PLEASE NOTE:** No construction may begin without paying for and receiving your approved permit. Performing work without a permit will result in the doubling of all permit fees.

The following requirements must be met for approval of your sprinkler permit application:

- ☐ **Application fee.** (*Applications received without the required \$50 (Residential) \$150.00 (Non-Residential) application fee will be considered incomplete and will not be processed.*)
- ☐ Fully completed Sprinkler Permit application
- ☐ Three (3) copies of manufacturer's specification sheets for all sprinkler components (sprinkler heads, valves, pumps etc.).
- ☐ Three (3) sets of construction drawings including the following:
 - Floor plan showing the following:
 - Site plan
 - Sprinkler head locations
 - Sprinkler pipe routing and sizes.
 - Sprinkler flow calculation node indicators.
 - Pipe Support details
- ☐ Proof of contractor workers' compensation insurance or notarized exemption form.

SPRINKLER PERMIT APPLICATION

Municipality in which work is to be performed _____

PROPERTY INFORMATION

Site Address: _____

Tenant/Building Name: _____

Applicant is the ☐ Architect/engineer ☐ Contractor ☐ Owner

OWNER INFORMATION

Owner: _____ Phone #: _____

Street Address: _____

City/State/ Zip: _____

CONTRACTOR INFORMATION

Contractor: _____ Phone #: _____

Street Address: _____

City/State/ Zip: _____

Contact person: _____ Cell #: _____

ARCHITECT/ENGINEER/DESIGNER INFORMATION

Company: _____ Phone #: _____

Street Address: _____

City/State/ Zip: _____

Contact person: _____ Cell #: _____

PROJECT INFORMATION

Class of Work: ☐ New ☐ Addition ☐ Alteration/remodel ☐ Maintenance/repair/replacement

Number of floors in building: _____

Estimated completion date: _____

PROJECT INFORMATION (CONTINUED)

Type of Structure (check only one):

- | | | |
|---|---|--|
| ☐ Single family residential | ☐ Single family connected to single family | ☐ Residential Garage |
| ☐ Two family residential | ☐ Three-four family residential | ☐ Multiple-family residential |
| ☐ Office/Bank/Professional | ☐ Parking Garage | ☐ Service Station/Repair Garage |
| ☐ Hotel/Motel | ☐ Store/Restaurant/Warehouse | ☐ Recreation/Amusement |
| ☐ Industrial Building | ☐ Other non-housekeeping shelter | ☐ Public works/utilities |
| ☐ Public School | ☐ Private School | ☐ Church/religious building |
| ☐ Hospital/Institutional building | | |
| ☐ Other non-residential building (specify) _____ | | |

SYSTEM INFORMATION

Check all that apply

Type of System: ☐ Dry ☐ Wet ☐ Preaction ☐ Foam ☐ Anti-Freeze Loop ☐ Deluge

Design Method: ☐ Hydraulically calculated ☐ Pipe schedule system ☐ High Piled Stock ☐ In-Rack Protection

Special Conditions: ☐ Elevator/Escalator ☐ Backflow Preventer ☐ Detector Check ☐ Hidden Comb Construction
☐ Fire Pump ☐ Canopy/Overhang

Sprinkler Design Type: ☐ FM Data Sheet # _____ ☐ NFPA _____ Edition _____

☐ Other (specify) _____

Work Type Description:

- ☐ Hydrants – including underground fire line ☐ Sprinkler System Modification ☐ Underground Fire Line
☐ Major Sprinkler System Work (not including sprinkler heads) ☐ Standpipe ☐ New Sprinkler System

Sprinkler Details: If underground fire line, is stub-out included? ☐ Yes ☐ No Fire Code Year _____

Description	Number	Description	Number
New heads		Heads added to existing lines/outlets	
Heads added to new lines		Heads relocated	
New Branch lines added		Standpipes	
Hydrants			

Description of work to be done: _____

By applying for this permit, I acknowledge that all information provided in this application is complete and accurate, that the work performed will be in conformance with the Pennsylvania Uniform Construction Code and/or any applicable ordinances of the municipality in which the work is to be performed as well as in accordance with the approved plan after a plan review has been completed. I understand that this is not a permit to begin work, but only an application for a permit and that work is not to start without a permit and that the fees for the permit may be doubled if work starts without a permit. I understand that if I give false information regarding this permit application that any permits issued based on this information will be invalid and the municipality could initiate legal proceedings against me, which could result in my being fined or imprisoned, or in the improvement being removed at my expense or any other legal remedy appropriate under the circumstances.

Applicant Signature

Print Name

Date