



FIRE PREVENTION PERMIT GUIDE

Adding Or Re-locating Up to Four Sprinklers

This guide is to assist in the permitting process for installation of up to four (4) sprinklers in system designed per NFPA 13. This process is limited to light and ordinary hazard sprinkler systems. The letter is intended to be used only for small scope building tenant improvement or remodel projects where the project scope requires the installation and/or relocation of a maximum of 4 sprinkler heads.

A maximum of one letter is permitted per scope of work. Multiple letters to cover work that exceeds four (4) sprinklers is not permitted to be accomplished by multiple letter submittals. At no time may a contractor have more than one open sprinkler letter permit in anyone building/suite, nor shall there be more than one sprinkler letter submittal permit allowed (whether open or completed) for any one associated building permit. The letter is not intended to be used for a portion of a project or for a revision to a previously approved plan.

A permit is required for the installation of sprinklers per 105.7.1 of the IFC.

APPLICABLE CODES:

The following codes and standard apply to this permit.

- *Standard for the Installation of Sprinkler Systems, NFPA 13, 2016 edition*
- *International Fire Code, 2018 edition (IFC)*
- *Clark County Fire Code Amendments, 2018 edition (CCFC)*

NFPA 13 sprinkler systems are required per section 903.2 of the IFC, as adopted by CCFC. The design shall be in accordance with the NFPA 13.

Link to CCFC: See the amendments to codes and standards using the link below:

https://cms8.revize.com/revize/clarknv/Building%20&%20Fire%20Prevention/Codes/ClarkCounty_FireCodeAmendments2018.pdf?t=1598331770575&t=1598331770575

SUBMITTAL REQUIREMENTS:

Submittal for the addition or relocation of up to four sprinklers in wet-pipe systems can be installed under this permit subject to the following limitations:

- Scope of work includes four sprinklers or less.
- No hydraulic calculations - none required.
- No flexible sprinkler drops.
- No extended coverage (EC) sprinklers.
- No ESFR or other Specific Application sprinklers.
- No new isolation valves.
- No change in NFPA 13 classification and for Light or Ordinary Hazard.
- No new branch lines or mains – only piped arm-overs.

SUBMITTAL CHECKLIST:

The following information shall be provided for all submittals:

1. **NFPA 13 SPRINKLER LETTER:**
 - a) Name and address of property.
 - b) Contractor's Contact Information, Contractor's License #'s.
 - c) Provide Building Permit# associated with the scope of work.
 - d) Provide Construction Type and clarify if there are any new combustible concealed spaces are being created by this scope of work.
 - e) Identify the Hazard Classification per NFPA 13.
 - f) Describe the Location(s) of the new sprinkler.
 - g) Clarify the new sprinklers will be fed from the correct sprinkler zone.
 - h) Indicate the sprinklers will be supplied from existing branch lines with a maximum of one sprinkler head from any single outlet unless they are located in separate fire areas.
 - i) Provide Sprinkler head make, model, SIN#, orientation, response type, temperature rating, and K Factor.
 - j) Indicate that the new sprinklers installed match characteristics of the existing.
 - k) Provide sprinkler system working pressure.
 - l) Indicate the maximum length of arm-over to determine if hangers are required. (If required, provide the hanger detail with the submittal.)
2. **MATERIAL DATA:** Provide manufacturer's specification sheets for all new components.
3. **Plans to be REVIEWED AND SIGNED** by a NICET Level 2 Designer in Water-Based Fire Protection Systems or a Nevada registered Professional Engineer working in their area of expertise per section 901.2.2. of the 2018 CCFC. **Submittals shall indicate the designer's name, certification number and signature.**

HOW TO SUBMIT:

Paper plans are no longer accepted; Documents are to be submitted electronically. Consolidate your pdfs and upload your files via the Clark County Citizen Access Portal:

<https://citizenaccess.clarkcountynv.gov/CitizenAccess/Default.aspx>

COMMUNICATION:

Once your plans are submitted you will receive a permit number (example= FP20-00000). Plan status can be viewed by logging into your account in the Citizen Access Portal and typing in your permit number. <https://citizenaccess.clarkcountynv.gov/CitizenAccess/Default.aspx>

CONTACT PERSON ON APPLICATION: Ensure that the correct contact person is provided on the application. This will be the correspondent who receives all the email updates and correction comments once plan is submitted.

ADDITIONAL INFORMATION NEEDED: If you receive this request; Fire Intake has reviewed your submittal and there is additional information needed for the review to proceed. It will be placed back in the Review Queue as soon as the additional information is received.

PLANS APPROVED: Once plans are approved, and fees are verified; an email will be sent to the contact person. Inspections are scheduled after any outstanding **fees** are paid.

PLANS-CORRECTIONS REQUESTED: Once corrections are issued an email will be sent to the contact person. Customers should log on to customer portal and download the redlined plans.

FIRE PLAN REVIEW STAFF CONTACT LINK:

<https://files.clarkcountynv.gov/clarknv/Building%20&%20Fire%20Prevention/Phone/WEBSITE%20PHONE%20LIST%20Fire%20Prevention.pdf?t=1615317396076&t=1615317396076>

RE-SUBMITTALS AND REVISIONS:

1. **CORRECTIONS:** Corrected submittals are to be submitted using the Citizen Access Portal. A letter describing the changes shall be provided with your revised submittal. **Please Note:** The Redlined plans are already in the file and do not need to be uploaded again.
2. **REVISIONS:** If plans are revised after approval; revisions will need to be submitted and approved prior to **FINAL** system acceptance. Revisions are to be submitted the same manner as the original submittal. The following items should be included with a revision;
 - All changes should be **clouded and keyed** to Plan Revision# (FP20-00000-R001).
 - A revision letter shall also be provided indicating what changes were made and where they occur.
 - A copy of the original approved plans should be included.

Link to CITIZEN ACCESS HOW TO GUIDES:

https://www.clarkcountynv.gov/government/departments/building_fire_prevention/citizen_access_knowledge_base.php

SUBMITTAL SERVICE LEVEL OPTIONS/FEE SCHEDULE:

Service levels, base fees and an expected plan review due dates are established at the time of submittal. Different plan review service levels are available depending on scope of work, fees and staff availability. All service levels may not be available. Plans are reviewed in the order received according to the expected due date. Note that due dates cannot be guaranteed. Refer to section 106.6 of the CCFC for additional information on fees.

INSPECTION OPTIONS/INSPECTION SCHEDULING:

https://www.clarkcountynv.gov/government/departments/building_fire_prevention/inspection/schedule_an_inspection.php