



# Palm Beach Gardens Fire Rescue Life Safety Services Division Fire Related Construction Requirements and Checklist

## *Plans Submittal Requirements*

The below requirements are general in nature but may vary based on circumstances. Use these requirements as a minimum checklist of what needs to be submitted for plans to be reviewed and approved. In addition, a section on scheduling inspections is provided.

The proper Fire Code Reference required on all new construction and interior build-outs is:

**“Florida Fire Prevention Code (FFPC) 5<sup>th</sup> Edition”** (for any other NFPA Code references, the proper version should be taken out of Chapter 2 of the FFPC)

All permits for new construction and interior build-outs (BCOM, BOUT, BLDG) are required to have a Life Safety Plan “LSP”.

The LSP SHALL include the following:

- 1. Type of Occupancy
- 2. Occupant Load Calculation
- 3. Fire Extinguisher Locations
- 4. Illuminated Exit Signage Locations
- 5. Emergency Lighting Locations
- 6. Show the Travel Paths & Distances
- 7. Show corridor width

All permits for new construction and interior build-outs are required to include the following if work is being done that affects that system:

- If Mechanical Plans, the proper location of Duct Detectors in the Supply & Return for systems greater than 2000 CFM and their respective test switches
- If Mechanical Plans in a non-sprinklered/non-fire alarm building, the proper location of Duct Detectors in the Supply & Return for systems greater than 2000 CFM, their respective test switches AND the location of each visual “Smoke” indicators
- If Electrical Plans, the panel schedule needs to indicate which breaker is for EM lights and which breaker is for the Fire Alarm Control Panel in an alarmed structure
- If Lighting Plans, the location of all illuminated exit signs and emergency lighting AND these locations must match that of the LSP



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## ***Fire Required Permits***

Separate Permits are required for the following fire related systems, and each permit requires a minimum of 2 sets of shop drawings.

- **Fire Sprinkler Permit Requirements**
  - Permit required if installation or alteration is > 5 heads
  - 2 Sets of Shop Drawings
  - If > 49 heads, then an Engineers stamp is required
  - All manufacture product sheets need to be included
  - Hangar details need to be included
  
- **Fire Alarm Permit Requirements**
  - Permit required for installation and any alterations
  - 2 Sets of Shop Drawings
  - If > \$5,000 value an Engineers stamp is required
  - All manufacture product sheets need to be included
  
- **Fire Suppression Installations, UL-300 systems (Kitchen Suppression Systems)**
  - Permit required for installation and any alterations
  - 2 Sets of Shop Drawings
  - Sequence of Operations on the drawings
  - All manufacture product sheets need to be included
  
- **Fire Suppression, FM-200 system installations (Clean Rooms)**
  - Permit required for installation and any alterations
  - 2 Sets of Shop Drawings
  - Sequence of Operations on the drawings
  - All manufacture product sheets need to be included



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### ***Scheduling of Fire related construction inspections***

- All fire related inspections are required to be scheduled at least 1 day prior to the inspection
- All inspection time requests are for either morning or afternoon, no specific times will be given
- Inspections are conducted Monday through Friday 8:00AM to 4:00PM
- A Stamped set of Plans and the Permit Card **MUST** be on site for the inspection
- No “miscellaneous or courtesy” inspections are conducted
- All **FINAL** inspections are to be scheduled by permit number and only by the General Contractor, **NOT** the sub-contractors
- Cancellation of inspections must be called in no later than 9:00AM else an unproductive fee will be assessed
- Only Fire Sprinkler permits may schedule a “rough inspection”, all other inspections are Finals. On sprinkler plans involving more than 1 floor, only 1 “rough inspection” per floor will be conducted based on the permit fee; for every additional “rough inspection” an additional inspection fee will be incurred. After each “rough inspection” a copy of test papers shall be provided to the field inspector. For Final Sprinkler inspections on new buildings, a copy of the full set of fire sprinkler plans need to be left on site. These plans will need to be left by the fire alarm panel in a 4” PVC style pipe mounted on the wall next to the panel.
- For Fire Alarm system inspections, a “Record of Completion” will be provided on site to the field inspector after the inspection. In addition, for new systems - a copy of the monitoring and maintenance contracts will be provided to the field inspector on site. Lastly, a copy of the full set of fire alarm plans need to be left at the panel in a 4” PVC style pipe mounted on the wall next to the panel.