



# COMMERCIAL FIRE SPRINKLER PERMIT APPLICATION

Community Development ~ Building Division  
 333 Broadalbin ST SW / Albany, OR 97321  
 (541) 917-7553 Fax (541) 917-7598

Applications may be obtained online at:

[www.cityofalbany.net/comdev/building/permits.php](http://www.cityofalbany.net/comdev/building/permits.php)

**Job Site Information & Location: (Where the work is taking place)**

Job Site Address: \_\_\_\_\_  
 Business Name: \_\_\_\_\_

**Property Owner:**

Owner Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

**Applicant / Contact Information: (Permit owner)**

Name of Applicant: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Contractor Information:**

Name of Contractor: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Oregon CCB # (required): \_\_\_\_\_

**Project Description:**

\_\_\_\_\_

Are you connecting to City water? Yes  No   
 If yes, contact Public Works for a required site improvement permit.

**Plan Review Fee (to be paid at the time of submittal):**

- 40% of fire sprinkler permit (\$50.00 minimum fee).
- ⇒ Three sets of drawings will need to be submitted for review.
- ⇒ See back of this application for items that may be needed for plan review.
- ⇒ Check with Public Works to see if an encroachment permit is needed, (541) 917-7676.

*I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.*

**Applicant Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTICE:**  
 PERMITS BECOME VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER

See reverse side of form for sprinkler plan review items needed.

Office Use Only
Permit #:

SYSTEM AND DEVICES	
System type (wet or dry):	
Occupancy classification:	
Design area:	
Design density:	
Water Data - Static Pressure:	
Water Data - Residual Pressure:	
Flow GPM:	

PERMIT FEES				
Description	QTY		Each	Total
Add/replace valves, attachments or devices		x	\$42.50	
Fire pump installation or replacement (less than 1000 GPM)		x	\$100.00	
Fire pump installation or replacement (1000 GPM or more)		x	\$200.00	
Hood suppression systems (per hood)		x	\$80.00	

Hydrants (including PIV's)				
1 to 3			\$180.00	
More than 3		x	\$60.00	

New, lower/raise, and relocate fire sprinkler heads				
Quantity to be installed: _____				
1 to 25			\$75.00	
26 to 50			\$125.00	
51 to 100			\$200.00	
101 to 200			\$285.00	
201 to 300			\$325.00	
301 to 500			\$480.00	
501 to 1000			\$1,000.00	
1001 to 2000			\$1,740.00	
2001 to 3000			\$2,250.00	
3001 to 4000			\$2,680.00	
4001 to 5000			\$2,850.00	
5001 to 6000			\$3,000.00	
Over 6000 fire sprinkler heads, for the first 6000			\$2,000.00	
Each 100 heads or fraction thereof over 6000			\$20.00	
Each riser			\$50.00	
Hydrostatic test (per riser)			\$40.00	
Flush test (per test/per riser)			\$40.00	
Storage tank (in addition to separate bldg permit)			\$150.00	

Permit Fees:		
	Subtotal	
Plan Review (\$50.00 Minimum Fee)	Subtotal x .40	
State surcharge	Subtotal x .12	
Document Imaging	# of pages x \$1.00	
<b>TOTAL PERMIT FEE</b>		

## ITEMS NEEDED FOR PLAN REVIEW

- Working plans shall be drawn to an indicated scale, on sheets of uniform size, with a plan of each floor, and shall show those items from the following list that pertain to the design of the system:
- Name of owner and occupant
- Location, including street address
- Point of compass
- Full height cross section or schematic diagram, if required for clarity, including ceiling construction and method of protection from nonmetallic piping
- Location of partitions
- Location of fire walls
- Occupancy class of each area or room
- Location and size of concealed spaces, closets, attics, and bathrooms
- Any small enclosures in which no sprinklers are to be installed
- Size of city main in street and whether dead-end or circulating; and, if dead-end, direction and distance to nearest circulating city main test results and system elevation relative to test hydrant
- Other sources of water supply, with pressure or elevation
- Make, type, and nominal orifice size of sprinklers
- Temperature rating and location of high-temperature sprinklers
- Total area protected by each system on each floor
- Number of sprinklers on each riser per floor
- Total number of sprinklers on each dry pipe system, preaction system, combined dry pipe-preaction system, or deluge system
- Approximate capacity in gal. of each dry pipe system
- Pipe type and schedule of wall thickness
- Nominal pipe size and cutting lengths of pipe (or center-to-center dimensions)
- Location and size of riser nipples
- Type of fittings and joints and location of all welds and bends. The contractor shall specify on drawing any sections to be shop welded and the type of fittings or formations to be used.
- Type and locations of hangers, sleeves, braces, and methods of securing sprinklers when applicable
- All control valves, check valves, drain pipes, and test connections
- Make, type, model, and size of alarm or dry pipe valve
- Make, type, model and size of preaction or deluge valve
- Type and location of alarm bells
- Size and location of hose outlets, hand hose, and related equipment
- Underground pipe size, length, location, weight, material, point of connection to city main; the type of valves, meters, and valve pits; and the depth that the top of the pipe is laid below grade.
- Piping provisions for flushing
- Where the equipment is to be installed as an addition to an existing system, enough of the existing system indicated on the plans to make all conditions clear
- For hydraulically designed systems, the information on the hydraulic data nameplate
- A graphic representation of the scale used on all plans
- Name and address of contractor
- Hydraulic reference points shown on the plan shall correspond with comparable reference points on the hydraulic calculation sheets
- The minimum rate of water application (density), the design area of water application, in-rack sprinkler demand, and the water required for hose streams both inside and outside.
- The total quantity of water and the pressure required noted at a common reference point for each system
- Relative elevations of sprinklers, junction points, and supply or reference points
- If room design method is used, all unprotected wall openings throughout the floor protected
- Calculation of loads for sizing, and details of sway bracing
- The setting for pressure-reducing valves
- Information about backflow preventers manufacturer, size, type)
- Information about antifreeze solution used (type and amount)