

Sprinkler Permit Process

General Information

A fire sprinkler permit is required for any new installation or alteration of an existing fire sprinkler system, standpipe system, or hose station.

Effective June 1, 2020, If the required sprinkler permit submission is not available for submission at the time of the associated building permit application, the City will require a letter of undertaking (see attached template) from the applicant acknowledging that the required sprinkler permit shall be submitted prior to the issuance of the associated building permit. The building permit shall include a Schedule B from a Fire Suppression Engineer for the Performance Spec for the sprinkler system until the required sprinkler permit application has been submitted, reviewed, and accepted for issuance.

Detailed sprinkler design drawings and calculations will be required at the time of sprinkler permit application, and must be accepted as a complete permit submission prior to issuance of the building permit.

Requirement for Registered Professional of Record

Please review the Sprinkler Permit application package which details the permit submission requirements, and when a Registered Professional of Record is required. When required, sealed and signed engineered sprinkler design drawings for the entire project area and engineered calculations demonstrating the complete detailed design for the entire building(s).

If the complexity and specific site conditions warrant it, the inspector or other building officials may request the involvement of a Registered Professional of Record at any time, regardless of the fixture count. All installations or alterations of standpipe or hose stations will require a Registered Professional of Record. Furthermore, the owner is responsible for correcting any existing deficiencies prior to the final acceptance of the fire sprinkler permit and building permit.

For Certified Professional (CP) projects, the CP stamp is required on the sprinkler drawings and calculations.

For projects with a Coordinating Registered Professional (CRP), the CRP is required to initial the Schedule B from the Fire Suppression Engineer.

If there are any Alternative Solutions that involve the fire suppression system for the building or suite, the sprinkler drawings and calculations must also be reviewed, accepted, stamped and signed by the consulting engineer responsible for the Alternative Solution.

Drawing Submission Requirements

Sprinkler design drawings are required for any new systems or alterations to existing systems. Sprinkler design drawings must be produced to an appropriate and indicated drawing scale and must include:

- civic address for the project;
- labelling for all rooms and spaces;
- location of existing mains and branch lines;
- indication of all existing, new, and relocated heads as distinct symbols;
- a symbol legend showing the head type, model number, K-factor, response type, head count, and any other special characteristics for each symbol;
- head counts for all new and relocated sprinkler heads.

Revisions

Revised drawings, including record or “as-built” drawings, are required to be submitted to the City only if design changes have occurred after the acceptance date of the current issued for permit drawings. Any requirements stated previously for Registered Professional of Record shall also apply to the revisions. Additional fees will be determined for any subsequent permit reviews according to the Abbotsford Fees and Charges Bylaw.

LETTER OF UNDERTAKING
UNAVAILABLE FIRE SPRINKLER SUBMISSION AT TIME OF BUILDING PERMIT APPLICATION

Manager, Plan Checking
City of Abbotsford
32315 South Fraser Way
Abbotsford, B.C., V3T 1V8

Dear Sir/Madam

Re: _____
(civic address)

(building permit application number)

I acknowledge that the City of Abbotsford requires a fire sprinkler submission when a building permit application is submitted to the City.

I certify that the required fire sprinkler submission is not available at the time of the above referenced building permit application.

I acknowledge that I have been informed and understand that the City of Abbotsford will not issue the building permit(s) for the above referenced address until the City has reviewed and accepted the fire sprinkler submission.

I acknowledge that I have been informed and understand that the review and acceptance of the fire sprinkler submission is subject to current permit wait times for processing by the City and that, consequently, this may result in project delays as compared to when the required sprinkler submission has been submitted at the same time as the building permit application.

I undertake to submit the required fire sprinkler application, drawings and calculations as soon as possible and, in any case, prior to the issuance of the building permit.

Yours truly,

(Print Name of Building Permit Applicant)

(Signature of Building Permit applicant)

Signed the _____ day of _____, 20_____.