

Portland, Maine



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Permitting and Inspections Department

Water-Based Fire Suppression System Permit Application

A permit is required for water-based fire suppression systems. Full-sized plans and details in PDF format and this application form shall be submitted. All applications shall be submitted online via the Citizen Self Service portal. Refer to the attached documents for complete instructions. Prior to acceptance of any fire protection system, a complete commissioning and acceptance test must be coordinated with all fire system contractors and the Fire Department, and proper documentation of such test(s) provided.

Construction Address:**Tax Assessor's CBL:**

Chart # Block # Lot #

Sprinkler installation cost:**State Sprinkler License No.:****State Sprinkler Permit/Log No.:****Life Safety Code Occupancy Classification:****Applicant Name:****Address:****City, State & Zip:****Phone:****Email:****Lessee/Owner Name (if different from applicant):****Address:****City, State & Zip:****Phone:****Email:****Contractor Name (if different from applicant):****Address:****City, State & Zip:****Phone:****Email:**

The suppression work to be done will be: **New** **Renovation** **Addition to existing system**

Will the system be a combination sprinkler and standpipe system?

The water supply is: **Municipal** **Pump and tank** **Other**

Name of person to contact when permit is ready:**Address:****City, State & Zip:****Phone:****Email:****Permits for water-based fire suppression systems are subject to the following:**

- A copy of the state sprinkler permit with RMS sign-off is required prior to the final inspection.
- The design shall comply with City Code Chapter 10 and Fire Department Regulations Chapter 6.
- All installations must comply with NFPA and the Fire Department Technical Standards.



Permitting and Inspections Department

The following checklists are to be completed, as applicable:**NFPA 13D sprinkler** (Rooming and Lodging and Small Residential Board and Care only)

What edition of NFPA 13D is system designed to?

Is the building part of a mixed occupancy?

Will all the habitable areas and closets be sprinklered?

Will the entrance foyers be sprinklered?

Is there a multipurpose room?

Does the system use pex piping?

Will the water supply meet the requirements for a two-family dwelling?

Will water flow activate the fire alarm system?

Will the valves be electrically supervised?

Has a city plumbing permit been issued?

Permit No.:

NFPA 13R sprinkler

What edition of NFPA 13R is the system designed to?

Building construction type:

Will the sprinkler system provide complete or partial coverage of the building?

Will covered exterior balconies, decks and ground floor patios be sprinklered?

Size of riser assembly:

Fire department connection – number of 2 ½” inlets:

Electrical supervision will be provided via the fire alarm system per NFPA 101:9.7.2:

Is the nearest fire hydrant within 100 feet of the FDC?

The completed *Contractor's Material and Test Certificate for Aboveground Piping* shall be provided at the completion of the job:

NFPA 13 sprinkler

What edition of NFPA 13 is the system designed to?

Building construction type:

Will the sprinkler system provide complete or partial coverage of the building?

System type (see NFPA 13:3.4):

NFPA 13 Occupancy Classification (Hazard):

Is the structure high-rise (see NFPA 101:3.3.32.7):

Size or rise assembly:

Fire department connection – number of 2 ½” inlets:

Electrical supervision will be provided via the fire alarm system per NFPA 101:9.7.2:

Is the nearest fire hydrant within 100 feet of the FDC?

The completed *Contractor's Material and Test Certificate for Aboveground Piping* shall be provided at the completion of the job:



Permitting and Inspections Department

NFPA 14 standpipe

What edition of NFPA 14 is the system designed to?

Class of standpipe:

Is the system automatic or manual?

Is the system wet or dry (see NFPA 14:5.4.1.4)?

Is the structure high-rise (see NFPA 101:3.3.32.7)?

Minimum residual pressure for the most remote hose connection (see NFPA 14:7.8.1 and 7.8.1):

Maximum static pressure at hose connections (see NFPA 14:7.8.3):

Are floor control valve assemblies provided (see NFPA 14:6.3.5)?

Number of standpipes (see NFPA 14:3.3.11):

Minimum required flow rate (see NFPA 14:7.10):

Fire department connection – number of 2 ½” inlets (see NFPA 14:7.12.3):

Pressure required at the FDC inlets to deliver the system demand (see NFPA 14:6.4.5.2.2):

Is the nearest fire hydrant within 100 feet of the FDC (see NFPA 14:6.4.5.4)?

The completed *Contractor's Material and Test Certificate for Aboveground Piping* shall be provided at the completion of the job:

NFPA 20 fire pump (not required for NFPA 13D systems)

What edition of NFPA 20 is the system design to?

What is the water source?

Is the pump and associated equipment listed for fire service?

What is the minimum flow rate?

What is the pump driver type?

Is the pump design less than 7 hp?

If less than 7 hp, does the pump have a general listing and has its use been approved by the State Fire Marshal's Office?

Will the equipment be protected in accordance with NFPA 14:5.12?

Is the pump installed at least 50 feet from the protected premises?

If not, what is the fire resistance separation provided (see NFPA 14:5.12.1.1)?

NFPA 24 private fire mains and hydrants

All information shall be provided per NFPA 24:4.1.3 prior to construction:

Design/installation shall comply with City Code Ch. 10 and Fire Department Regulations Ch. 2:

What is the minimum fire main size serving a fire hydrant?

What is the minimum fire flow available from the water supply?

The completed *Contractor's Material and Test Certificate for Underground Piping* shall be provided at the completion of the job:

The completed *City of Portland Test and Maintenance Report* and *Hydrant Flow Test Report* shall be provided at the completion of the job:

Separate permits are required for internal and external plumbing and electrical installations. For questions on Fire Department requirements, call the Fire Prevention Officer at (207) 874-8405.



Permitting and Inspections Department

Dear Applicant,

Beginning March 19, 2018, all building permits shall be submitted online via the City of Portland's Citizen Self Service (CSS) portal. Online submission of permit applications will help to streamline the application intake process and will improve transparency for the permitting process. In order to submit an application, you will need to register with CSS using a valid e-mail address. Refer to the instructions on the Citizen Self Service homepage, or via the links at the bottom of this page. Please verify that you have selected the correct permit type and checklist and that you have compiled all the required drawings and documents before beginning the application process.

Please note that our format for application submissions has changed. All application documentation shall be compiled into two PDF files-- one file containing all drawing sheets and a second PDF file containing all supporting documentation. Refer to the Requirements for Electronic Submissions for specific instructions on how to prepare your application submission and to the appropriate checklist for required submission items. The review of your application will not begin until a complete application has been submitted and the permit fee has been paid in full. Work may not commence until the permit has been issued.

If you have questions, please contact the Permitting and Inspections Department at (207) 874-8703 or permitting@portlandmaine.gov. Thank you in advance for your patience as we transition to a new and improved permitting system.

For more information:

[How to Apply for a Permit](#)

[How to Register with CSS](#)

[Permit Type Guide](#)

[Requirements for Electronic Submissions](#)

[Citizen Self Service](#)



Permitting and Inspections Department

How to Apply for a Permit

All permit applications shall be submitted online through the City of Portland's [Citizen Self Service](#) (CSS) portal. Online submissions will streamline the application intake process and will allow for greater transparency for applicants during the permit review process. You will be able to view the progress of your permit application, pay invoices, resubmit files and request inspections through CSS. Before submitting an application, please read the instructions below:

1. To begin, review the [Permit Type Guide](#) to determine the appropriate permit type and work class for your project.
2. Once you have determined the correct permit type, refer to the corresponding submission checklist and instructions for that permit type.
3. Compile all the required drawings and documentation as listed on the checklist into two PDF files (one file containing all drawing sheets and one file for all supporting documentation).
4. Go to the [CSS website](#) to apply for your permit. If you have not registered with CSS, see the instructions for registering, [here](#).
5. Once you have logged in to CSS, go to Apply and select the correct permit type. For a full list of all permit types, select All, under Permits.
6. Select Apply, next to the correct permit type. This will take you to the online application form.
7. Complete the form. All fields with a red asterisk are required.
 - a. To add a location, click on the plus sign and search for the project address. If the address cannot be found in the search, go to the City's [Parcel Map Viewer](#), to find the correct parcel address (this may be different than your street address or mailing address. Please input a parcel address that is recognized by the system to avoid delays in the intake process). For the Search function, entering less in the Search box will return more results.
 - b. To add a Contact, click the plus sign under the appropriate contact type and search.
 - c. Complete all other relevant and required fields and click Next. Once you've completed all pages of the form, you will have the opportunity to review the information before submitting. Once submitted, you cannot change your application information.
8. After reviewing your application information, click Submit. You will receive an e-mail confirming receipt of your application.
9. Permitting staff will review your application for completeness. You will be notified via e-mail if any items are missing. Upload requested items via CSS Attachments.
10. When the application is complete, you will receive an e-mail directing you to CSS to pay your invoice.
11. Once payment is received, your permit will go into review.



Requirements for Electronic Submissions

In order to ensure a timely review of the application, please read and follow the requirements below for all submissions:

- **Initial submission files shall be submitted via the Citizen Self Service portal. Before submitting an application, review [How to Apply for a Building Permit](#).**
- **Submissions should include two PDF files—one file containing all drawing sheets and one file containing all other supporting documents.** Only PDF files are acceptable for plan review. Files should be labeled either “Drawings” or “Documents” with the project address included in the file name.
- **Drawing files shall be bookmarked with names based on the drawing sheet number and name.** It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).
- **A graphic scale or a scale to reference shall be included on each drawing sheet.**
- **Plans prepared by a design professional shall include a Code Analysis sheet,** referencing the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 – Fire Prevention and Protection, which includes NFPA 1, Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at:
<http://www.portlandmaine.gov/citycode/chapter010.pdf>.
- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**
- **Corrections made by City of Portland plan reviewers will be available for the applicant to view by logging into CSS and selecting “eReviews”.**
- **Revisions submitted in response to plan review comments should be uploaded directly in eReview by logging into CSS, going to the permit record and selecting eReviews.**

For further information and to access PDF versions of this and other forms, visit the Permitting and Inspections Department online at <http://portlandmaine.gov/1728/Permitting-Inspections>.