

FIRE SPRINKLER PERMIT PROCESS

The installation or alteration of a fire sprinkler system, or a standpipe system, requires a sprinkler permit from the City of Surrey Building Division.

Permit Application

The application for a sprinkler permit must be on a prescribed form, and made by a qualified person or company licensed to install a fire sprinkler system. The following are required at the time of application:

- Payment of the permit fees;
- Three (3) sets of shop drawings drawn to an indicated scale;
- One set of hydraulic calculations, or demonstration that a hydraulic calculation should not be necessary; and
- Schedules B-1 and B-2 Letters of Assurance from a registered professional engineer if the project has:

5 or more new, or 20 or more relocated heads

Examples: 0 new and 1 relocate – engineer is not required
 5 new and 0 relocates – engineer is required
 4 new and 2 relocates – engineer is not required.
 0 new and 20 relocates – engineer is required.
 4 new and 19 relocates – engineer is not required.

In all cases, drawings that show the scope of work to be performed are required. Only if the project involves a professional engineer are the drawings required to be sealed. Drawings must include the civic address of the project and the name and phone number of the installing contractor.

For other than single family dwellings, sprinkler shop drawings which are submitted at the time of a building permit application will be reviewed for building permit purposes only and will not be reviewed for the purpose of issuing the sprinkler permit. These drawings may be returned to the building permit applicant to be resubmitted with a sprinkler permit application.

For single family dwellings and in duplexes, an application for a sprinkler permit and sprinkler shop drawings must be submitted and accepted prior to the issuance of the building permit.

Inspections

When the sprinkler permit is issued, the contractor may call for an inspection by the City of Surrey. Inspections must be called on projects where there is no professional engineer involved. The installation must be inspected and accepted by the City prior to covering up the pipes, and after the installation is complete (including ceilings and finishing rings or escutcheons).

Where a professional Fire Suppression engineer is involved in a project, the City of Surrey may rely solely on the engineer's Letters of Assurance Schedules B-1, B-2, and C-B, that the installation substantially complies with the B.C. Building Code. Hence it shall not be necessary to call for an inspection by the City of Surrey at the rough-in or final stages, or for witnessing of the functional tests of the fire suppression systems. However, the City may conduct a site visit at any stage during construction to monitor the permit process for substantial conformance with the BC Building Code and City by-laws. See Bulletin 98-9 "Process for Acceptance of Fire and Life Safety Systems", and Bulletin 99-14 "Fire and Life Safety Demonstration Tests" for additional information.