

CHARLESTON FIRE DEPARTMENT

Fire Marshal Division



Fire Sprinkler Quick Permit Application

Submit plans to:
Permit Center
2 George Street, Charleston, SC 29401

Master Bldg. Permit: #BC

Sprinkler Permit: #FI

Project Value: \$

Quick Permit Scope and Limitations

The Quick Permit is only for modifications to existing systems in accordance with the limitations outlined in this document. A properly licensed contractor shall submit a complete permit application package as outlined in this document for review. The plan review will be conducted as a Level 1 review outlined in our [Fire Plan Review and Permitting Informational Bulletin](#) and no work shall commence until the permit has been issued. Inspections shall be requested by using the [City of Charleston Customer Self Service Portal \(CSS\)](#). Contractors who proceed with the Quick permit when the project is not eligible will be notified and required to complete the [Fire Sprinkler Permit Application](#).

Installation Location

Business/Location Name:		
Street Address:	Building/Suite:	
Property Owner/Rep Name:		Owner/Rep. Contact Number:
Current use of structure:		
Proposed use of structure:		

Installation Contractor

Contract company:	Sprinkler State License #:	Expiration Date:
Address:	City, State & Zip:	
Contact person name:	Contact Phone:	
Contact fax:	Contact E-mail:	

Fire Sprinkler System Details

Describe the scope of the modifications and the reason for the improvements or changes:

Describe the devices involved. Include the quantity of each device and if this will be new or relocation of an existing device:

Quick Permit Plan Size Requirements and Limitations

1. Entire area of work to be shown on a single 11 x 17" sheet at 1/8" scale – no multiple sheet plans.
2. Exact scaling is not required if it is not applicable for code verification.
3. Projects larger than this may not utilize the quick permitting process.

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Quick Permit Scope and Modification Limitations

1. Limited to modifications of existing systems where no hydraulic calculations are necessary, and there is no change in occupancy classification or hazard classification.
2. Area of work limited by plan size requirements listed below.
3. Work may include relocation of existing sprinkler heads, such as changing upright “shell” sprinkler heads to pendent heads on a head-for-head basis for tenant improvements.
4. Addition of sprinklers when the Room Design method in NFPA 13 is used, if it is clearly explained and easily apparent that the additional piping/head(s) will not exceed the hydraulic design of the existing system and the following information is shown on the plans: A) Wall fire-resistance rating of NFPA 13 must meet the table requirements, and B) door lintel height of 8” minimum, and (C) opening protection. This information is required to verify applicability and design area.

Plan Submittal Checklist

The following checklist is provided as a **summary of the minimum** information required before a review will be initiated. It is the contractor's responsibility to have a thorough working knowledge of the applicable ordinances, codes, and/or standards. Failure to provide the needed information will delay the review process.

1. Fire Sprinkler Quick Permit Application, 1 set of the print, 1 set of documents (specs, etc.)
2. Name, address, phone, fax, e-mail, and state contractor's license number of the licensed contractor.
3. Creation date of plan, revision dates, point of compass, scale and graphic representation of scale.
4. Total number of sprinklers to be relocated, added, and/or replaced.
5. Manufacturers cut sheets for all new equipment, clearly indicating which models will be utilized.
6. Floor plan shall distinguish between new and existing equipment (Cloud new work or other methods).
7. Indicate all duct work, ceiling layouts, lighting, diffusers, etc. which may affect the system coverage.

Pre-Final Inspection Checklist

The contractor shall verify completion of the following items, any item from this list found outstanding at the time of the final will result in termination of the inspection and assessment of a re-inspection fee.

1. All equipment, devices, etc. have been installed per the submitted prints. Any deviations, as approved prior to the final, shall be noted on as-built drawings that will be provided to the inspector.
2. Contractor has permit, current State License, and proper documentation indicating adequate training and qualifications to the install the selected system.
3. Final Inspection to include: verification of device placement, overhead inspection, hydro test if required by NFPA 13.
4. Provide a Record or Certificate of Completion shall be issued to the owner and the inspector.
5. A copy of the submittal package and the Record of Completion shall be placed in a plan tube or binder marked “Sprinkler Plans – Do Not Remove From Site” shall be installed at the sprinkler riser.

Request for review and permit

I understand and agree that this permit is only for this project and provides authorization for the limited scope of work identified on the permit and the permit remains the property of the City of Charleston. By signing below I certify that I am an authorized agent for the company performing the work stated above, appropriately trained and qualified for the scope of work proposed, and all information provided is true and correct. I understand that if any information provided is found to be incorrect or falsely stated that any permits granted from this application are immediately null and void. I agree to comply with the ordinances of this jurisdiction and to perform the work herein stated in accordance with the submitted plans, specifications, applicable codes and standards, and shall be responsible for any and all violations of state laws and local ordinances. I understand that any alteration or change in plans made without written approval subsequent to the issuance of the permit shall constitute grounds for revocation of such permit and that all work is subject to field inspections. Permit void if work is not started within six months of the date of issue or if work stops for a period of six months. All permits expire two years from the date of their issuance. Additional permits shall be required for any additional work not authorized under a permit issued for this application. Applicant is responsible for calling to schedule all required inspections.

Name of person making application

Signature

Date