

Fire Department Permit Application



Ogden City Development Services
 2549 Washington Blvd. Suite 240
 Ogden, Utah 84401
 (801) 629-8985

Please print legibly and complete all areas:

Project Value: _____ **check one:** contract value estimate

Project address:

Applicant's name: _____

Applicant's Address: _____

Phone: _____ Cell Phone: _____ FAX: _____

E-mail: _____

Owner's Name: _____

Owner's Address: _____

Phone: _____ Cell Phone: _____ FAX: _____

What type of work are you doing? (Check one, below)

Fire Suppression: Submit 1 set of digital drawings including hydraulic calculations and cut sheets

Fire Alarm: Submit 1 set of digital drawings including battery calculations and cut sheets for all devices

Hood System: Submit digital cut sheets

Contractor (Installer): _____

City: _____ Utah State Lic.#: _____

For Office Use Only: Zone: _____ Planning Community: _____

Census: _____ Traffic: _____

_____ Applicant's signature _____ date

_____ Plans accepted by _____ date

General Fire Department Permit Information

Fire suppression systems require a permit if the systems are being modified, added to, fire risers are being repaired or modified, or if sprinkler heads are being relocated etc. In all cases, plans must be submitted to be a part of the permanent property record. For jobs with fewer than 20 sprinkler heads being added or moved, there is no permit fee. **Fire Alarm Systems** require permits if the system is new, if significant changes are being made to an existing system, or if additions are made to an existing system. In all cases plans must be submitted to be a part of the permanent property record.

Digital Submittals ONLY: We only accept digital submittals, either on a disc, a flash drive, or sent by e-mail to firepermit@ogdencity.com.

Fire Suppression System Checklist

- ◇ **1 Sets of COMPLETE plans.** *Must contain the following to be accepted:*
- ◇ Designer certification information
- ◇ Scale
- ◇ All cut sheets (product specification sheets)
- ◇ Which code is referenced (ie: *2015 Int'l Fire Code* and *2013 NFPA 13*)
- ◇ Hydraulic calculations
- ◇ Sprinkler Head Count
- ◇ Packet must contain all information required by *IFC* section 901.2

Failure to submit all of the required information will result in a delay of the plan review process and may include the rejection of the entire submittal.

Fire Alarm System Checklist

- ◇ **1 Set of COMPLETE plans.** *Must contain the following to be accepted:*
- ◇ Designer NICET certification information
- ◇ Scale
- ◇ All cut sheets (product specification sheets)
- ◇ Which code is referenced (ie: *2015 Int'l Fire Code* and *2013 NFPA 72*)
- ◇ Battery calculations and battery size
- ◇ Packet must contain all information required by *IFC* section 907.1.2

Failure to submit all of the required information will result in a delay of the plan review process and may include the rejection of the entire submittal.

Payment Information

Payment will be due upon permit issuance. Once the plans have been approved, a permit will be issued. A representative of the installing company will need to come in and sign the permit and pay the fees.

After the fees are paid, our permit technician will e-mail a set of the stamped, approved digital plans to the installer.