



# Gypsum Fire Protection District



## Fire Sprinkler System Submissions

**Fire Sprinkler System Submissions** for permit will fall under one of two categories: new installations or remodels.

- New installations or remodels of significant impact will require a full Submission for review. Remodels of limited scope, remodels of relatively minor impact and tenant finishes may be submitted in the form of a “Scope of Work” application. If you are unsure about your project, you may call us to discuss the project.
- The following documents are to be included in the Submission with the exception of the permit fee schedule: 1)Application Form 2)No Work without Permit Form
- To ensure your Submission is complete and can be processed in the shortest time possible, please review the following fire sprinkler checklist.
- All Submissions must be digital and emailed to [prevention@gypsumfd.com](mailto:prevention@gypsumfd.com) or electronically delivered to Justin Kirkland at the Gypsum Fire Protection District offices located at 511 Second Street, Gypsum, CO 81637. Submissions may also be mailed to PO Box 243, Gypsum, CO 81637.
- **We will not accept incomplete Submissions. All incomplete Submissions will be returned without review.**
- **Submissions which have been reviewed, rejected and returned to the contractor will be subject to a re-submission fee.**
- **Please Note:** No work of any kind on any project will be allowed until the Gypsum Fire Protection District has issued a permit for the project. Any work done without a permit will be subjected to fines of four times the permit fee plus the actual permit and review fees.
- Gypsum Fire Protection District will make every effort to review, comment, and issue approval on complete Submissions within 10 working days. More complex or special use projects may require a longer review process. Please plan your project accordingly.
- Reviews beyond a normal scope will be forwarded to our Fire Protection Engineer for review at a set hourly rate. You will be advised of this and invoiced for all charges including shipping. Any such charges must be paid in full prior to any rough or final fire sprinkler inspections.
- If you require a “rush review” the Submission will be forwarded to our Fire Protection Engineer. You will be invoiced at the hourly review rate for rush review, and any other charges including shipping. Any such charges must be paid in full prior to any field inspections.

## Fire Sprinkler Plan Submission Checklist

All Submissions must be presented with a signature. Faxes, emails, or copies without signatures will be returned. Illegible materials will result in the return of the Submission for correction.

- If you are submitting under a Scope of Work permit, you must provide those materials with an asterisk (\*)
  - \*A completed permit form. All requested information must be provided.
  - \*A copy of the building permit.
  - \*A copy of the “No Work to be Done” form
  - \*A copy of your local business license, if applicable.
  - \*A check or money order for the correct fee.
  - \*A complete Colorado State Division of Fire Safety Plan Registration Sheet.
  - \*Copy of current registration fire suppression system contractor certificate.
  - \*Identification on the plans (or scope of work letter) of the level of training of the designer.
  - \*A complete set of manufacturer’s cut sheets for all devices used. A statement of compatibility may be required if using devices manufactured by several companies. All model types must be indicated on the cut sheets.
  - At least one copy of the reflected ceiling plan.
  - At least one copy of scale interior elevations. Be sure all ceiling heights are called out.
  - At least one site plan.
  - A complete sets of plans in ¼ inch scale.
  - A complete set of hydraulic calculations
  - A complete set of manufacturer’s cut sheets for ALL devices used. A statement of compatibility may be required if using devices manufactured by several companies. All model types must be indicated on the cut sheets.
  - A complete and detailed water flow test result in accordance with NFPA 13 must be submitted. Gypsum Fire Protection District personnel or a member of the appropriate water district must be present during flow tests.
  - Note: Gypsum Fire Protection District requires the installation of a Pressure Relief Valve on ALL fire sprinkler systems. Knox FDC and Standpipe Caps are required for all systems.
  - Note: The State of Colorado requires a 10% reduction in the available water supply figure. The designer should provide an actual water supply curve and a second curve showing the flow equal to 90% of the actual amount.

## Fire Sprinkler Rough Inspection Checklist

Any work done on a fire sprinkler project must be inspected. Usually these inspections will fall under one of two categories: fire sprinkler rough (construction) and fire sprinkler final acceptance. These inspections must be conducted regardless if the project is a new-construction fire sprinkler system or a “minor” remodel. Any questions regarding scheduling or conducting inspections should be directed to [prevention@gypsumfd.com](mailto:prevention@gypsumfd.com)

- Calls for fire sprinkler rough inspections must be placed at least twenty-four (24) hours in advance.
- An approved set of plans and cut sheets **MUST** be available during the inspection. Should the job be a Scope of Work, an approved copy of the letter and appropriate cut sheets must be available. On all jobs, a copy of the signed permit must be present at **ALL** times.
- A representative of the fire sprinkler permit holder’s company, familiar with the job must be onsite and available to walk with the inspector. All necessary tools, personnel and equipment shall be present and available.
- Rough inspections are conducted after the installation of all piping and fittings. A hydrostatic test of 200psi for two hours must be completed. Interim “Hydro” tests using air are acceptable **ONLY** when weather issues are a consideration. A full hydro test must be completed prior to a final inspection.
- Should the project meet NFPA criteria with no extenuating circumstances, a hydrostatic test may be waived.
- Prior to calling for a Fire Sprinkler Rough Inspection; ensure that the following issues have been addressed:
  - Rough inspections are usually required by the local building departments **prior** to a framing inspection by their inspectors.
  - All device locations are laid out per plans and NFPA 13, 13D or 13R, whichever is applicable.
  - The correct size and type of fire sprinkler fittings/pipes must be installed and visible for inspection.
  - Any minor changes from approved plans are documented on a field copy (red lines) for review. Any major changes must have been submitted and approved prior to inspections.
  - Any work that has been inspected and changed must have been submitted for review and re-inspection.
- All inspections are based on the call-in information. Should an installation be denied, a re-inspect time will be rescheduled for a later time.

## **Fire Sprinkler Final Inspection Checklist**

- Any work done on a fire sprinkler project must be inspected. Usually these inspections will fall under one of two categories: fire sprinkler rough (construction) and fire sprinkler final acceptance. These inspections must be conducted regardless if the project is a new-construction fire sprinkler system or a “minor” remodel. Any question’s regarding scheduling or conducting inspections should be directed to [prevention@gypsumfd.com](mailto:prevention@gypsumfd.com).
- A representative of the fire sprinkler permit holder’s company, familiar with the job must be onsite and available to walk with the inspector. All necessary tools, personnel and equipment shall be present and available.
- In order to minimize the time required to conduct a final acceptance test/inspection on a system and to reduce the chance of a re-inspection, the system must be 100% pre-tested by the contractor. If a question arises, call the Prevention Bureau FIRST. DO NOT wait to “fix it” during the final inspection. **A memo stating that the system has been 100% pre-tested must be available at the time of the inspection.**
- Calls for fire sprinkler final inspections must be placed at least twenty-four (24) hours in advance.
- An approved set of plans and cut sheets MUST be available during the inspection. Should the job be a Scope of Work, an approved copy of the letter and appropriate cut sheets must be available. On all jobs, a copy of the signed permit must be present at ALL times.
- Final acceptance testing is conducted concurrently with other life safety systems if present. It is the permit holder’s responsibility to coordinate with other trades as necessary for final inspections.
- The construction site must be substantially clean and free of debris - minimal construction activity is present.
- A representative of the fire sprinkler permit holder’s company familiar with the job, is onsite and available to walk with the inspector. All necessary tools, personnel and equipment shall be present and available.
- All appropriate paperwork has been completed.
- Electronic copy of “As Builts” submitted in PDF format for Fire Dept archiving.

## **Fire Sprinkler Systems Annual Test and Inspection Requirements**

Fire Sprinkler Systems must be maintained and tested regularly. A quality maintenance program will increase the likelihood that the system will operate as it is designed to do in the event of a fire.

The Gypsum Fire Protection District requires fire sprinkler systems to undergo an annual test and inspection in accordance with NFPA 25. Upon completion of the inspection process and all repairs, the appropriate documentation must be completed and copies forwarded to the property owner, property management, and the Gypsum Fire Protection District - Fire Prevention.

Should discrepancies or conditions be found that prevent the system from operating as designed, repairs must be scheduled and completed in a timely manner. Major repairs or situations that require that the system be taken out of service for any reason must be reported to the Fire Marshal for review and approval prior to conducting the work.

All Annual Test and Inspections must be recorded and submitted to the Fire District on the most current National Fire Sprinkler Agency (NFSA) Inspection and Testing form. Other forms will not be accepted. If such forms are submitted they will be returned and the property in question will be recorded as not in compliance with code until such time the proper documentation is submitted.