



FIRE DISTRICT CONSTRUCTION PERMIT

FIRE SPRINKLER SYSTEM SUBMITTAL CHECKLIST

APPLICATION TYPE: Construction – Fire Sprinkler System

WHEN A PERMIT AND REVIEW IS REQUIRED

A permit/review shall be required for the following work:

- New fire sprinkler system; (IFC)
- Modification, addition, or any changes to an existing system or underground lines (IFC)

FEES

- Permit and Review Fee: \$200.00 plus \$2.50 per device/head (covers review, permit and one inspection)
- Additional/Re-Inspections: 1st \$100.00/Hour 2nd 125.00/Hour 3rd 150.00/Hour
- Late Application Fee: \$150.00 will be added to all applications that have started work without a permit. In addition, a stop work order may apply until the permit is issued.

ADDITIONAL REVIEW:

All projects will require review and approval by the Idaho State Fire Marshal's Office before a permit is issued by the district. In order to turn around permits simultaneous submittal to the Fire District and State will be accepted.

WATER SUPPLY INFORMATION

The district requires a fire flow report to accompany the submitted document for fire sprinkler review. To request a fire flow report, email permits@starfirerescue.org with the subject line: "Fire Flow Request – [Project Name]" and include project details.

APPLICATION ACCEPTANCE

The following is a list of basic requirements for plans submitted for permit approval. It is not intended to be considered a complete list of all applicable code requirements or to relieve the applicant from compliance with any code requirements.

- All sections of the application shall be correctly and completely filled out.
- The applicant shall be responsible to ensure the design specifications and plans are complete and in compliance with the requirements of the International Fire Code, NFPA, and all additional applicable standards.

Instructions

- All required sections of the application filled out.
- Design specifications and plans that comply with **IFC, NFPA, and all applicable standards**.
- All supporting documents listed in the checklist below.
- Drawings with no **red markings** (reserved for reviewer markups).
- Fully completed checklist. Incomplete applications will be returned, delaying the review process.

Submittal Checklist

Project Name: _____ Project Location: _____

Occupancy Group (Define the occupancy group of the building) _____

REQUIRED FIRE SPRINKLER SUBMITAL (Upload via portal)

Documents submitted for permit and review shall consist of:

- ☐ Set of plans
- ☐ Cover Sheet - Calculations, specifications, data/cut sheets
- ☐ Fire Sprinkler System Application
- ☐ Copy of valid ID State License



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TENANT IMPROVEMENT WORK

Submittals for additional or modifications to an existing system shall include:

- ☐ Design Data for the existing fire sprinkler system, i.e., types of heads, design spacing, installation date
- ☐ Type of existing system (wet, dry, chemical, etc.)
- ☐ Type of construction
- ☐ Occupancy classification

COVER SHEETS

An approved hydraulic cover sheet is required for each project (final) system remote area calculating. This standardized form will assist the Fire Department in understanding the remote area design and other pertinent information.

UNDERGROUND SUPPLY, DESIGN AND INSPECTION

The underground portion of the supply for the fire sprinkler system shall require a permit/review. Drawings must be stamped by a licensed engineer and will require an additional review by the City Engineering Department. This may be in conjunction with the overhead portion of the sprinkler system. Submittals for the underground supply shall reference the same project (building permit) number. Calculations shall be provided referencing a starting point at the supply connection (private or public). All underground piping shall be inspected prior to cover by the fire district or designee.

SPRINKLER HEADS

Submittals shall include the manufacturer specifications indicating the type and number of heads, as required by NFPA 13. The Sprinkler Identification Number (SIN) shall be identified on the plans. Submittals shall include the listed escutcheons to be installed.

RE-SUBMITTALS

Upon completion of plan review, rejected plans will be returned with an attached comment letter. The minimum complete set of plans will be required with any re-submittal. The incorporation of partial resubmittals shall be handled by the submitter.



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FIRE SPRINKLER SYSTEM

Fire District (AHJ) ☐ Middleton Rural Fire District ☐ Star Fire Protection District

Sections 1-5 of your application are fully completed. Incomplete applications will be returned for completion, which may delay the review process.

SECTION 1 – APPLICATION INFORMATION

Fire Sprinkler Company:	Contact:
Idaho License No.	NICET#:
Address:	City: Zip:
Phone/Mobile:	Email Address:
Fire Sprinkler Designer:	
Address:	City: Zip:
Idaho License No.	NICET#:
Phone/Mobile:	Email Address:

SECTION 2 - PROJECT INFORMATION

Project Name:	
Project Location:	
Area Sq. Ft.:	Occupancy Classification:
Building Permit Number:	Fire District Building Permit #:
Builder:	Contact:
Phone/Mobile:	Email Address:

SECTION 3 – SYSTEM INFORMATION

- ☐ 13 ☐ 13R ☐ 13D ☐ Other:
- ☐ New system
- ☐ Modification to exiting system
- ☐ New system w/no associated building permit
- ☐ Modification to existing lines w/no heads
- ☐ Underground only
- ☐ Other: Explain under scope of work

SECTION 4 – FEES

PERMIT FEE

Permit Base Fee	\$200.00
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Number of heads	
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Per head fee \$2.50 each	
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Total Amount Due	
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Fee Payment:
Payment link will be sent via the permit portal after
initial application review.

Scope of Work (Describe in detail work being performed)

SECTION 5 - APPLICANT ACKNOWLEDGMENT

I understand that my signature signifies my commitment to the accuracy and completeness of the information provided, and my compliance with all applicable regulations and requirements pertaining to this project. Furthermore, I acknowledge that any false statements or omissions may result in additional fees, delays, or other administrative actions as deemed necessary by the governing body overseeing this application.

Applicant Signature

Applicant Name (Print)

Date