



City of Port Jervis

Bureau of Fire Prevention

Craig Becker, Fire Inspector

20 Hammond Street

Port Jervis, NY 12771

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Automatic Fire Sprinkler Installation Permit Application

In accordance with the New York State Fire Prevention and Building Code, an operational permit is required to install an automatic fire sprinkler system. Plan Submittals and Installation shall be in accordance with the requirements detailed and contained in the National Fire Protection Association (NFPA) Chapter 13 – 2016 Edition and current manufacturer specifications.

Applicant & Property Information	Business Name																			
	Address						Suite		City			State	Zip Code							
	Telephone				Work Telephone				Email Address											
	Property Owner or Mailing Address if different from above																			
	Name or DBA																			
	Address						Suite		City			State	Zip Code							
Installation Company / Agent to Owner	Telephone						Work Telephone													
	Name																			
	Contact Name																			
	Address						City			State	Zip Code									
System Information	NFPA 13				NFPA 13 R				NFPA 13D				NEW ALTERATION				REMODEL			
	LIGHT HAZARD				ORDINARY HAZARD GROUP 1				ORDINARY HAZARD GROUP 2				EXTRA HAZARD GROUP 1				EXTRA HAZARD GROUP 2			
	NO. OF HEADS INSTALLED OR TO BE WORKED ON						NO. OF STANDPIPES						NO. OF FIRE PUMPS							
	PROPOSED STARTING DATE																			
	COST OF PROJECT																			
	FEE, DUE WITH APPLICATIONS: \$100.00 Plus \$10 per \$1,000 up to \$500,000 (projects over \$500,000 to pay an inspection fee of 2%)																			
	DESCRIPTION OF WORK TO BE DONE																			



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1. All plans and submittals must adhere to NFPA 13 Chapter 23.1.
2. Two copies and one electronic (PDF) copy of stamped plans must be submitted for review.
3. The submittals shall be supplied for all jobs. One hard copy, one PDF form.
4. Proof of Insurance. One hard copy, one PDF form.
5. Preferred Construction Documents Size - Sheet "D" 24" X 36" (Fire Inspector may approve other sizes by request)
6. Sheets that are cut and pasted, taped, or that have been altered by any means (pen, pencil, marking pen, etc.) will not be accepted for plan check. Plans that are not legible may be rejected as unacceptable for plan review purposes.
7. All plans shall be stamped by a licensed Professional Engineer or a Registered Architect as required by the New York State Department of Education Law with current renewal dates and "wet" signatures.
8. If, due to the scope of the work proposed, the plans are not required to be stamped, the plans shall be drawn utilizing accepted engineering practices and procedures. All line work and lettering shall be clear and legible.
9. Plans shall be submitted by a company licensed by the State of New York as Per General Business Law Article 6D. Proof of a valid license is to be submitted with the application.
10. Accuracy of the submittal package is the responsibility of the applicant. Failure to submit an accurate submittal package will be considered an incomplete application by the Plan Reviewer.
11. An incomplete submittal will result in a HOLD.
12. If work is found to have commenced without approved plans and/or a proper permit, this office reserves the right to shut down any/all portions of the entire project deemed necessary to inspect, investigate and confirm that work has been done.
13. When work for which a permit is required has been conducted without a permit or approval, a stop work is immediately posted and all permit fees immediately double upon application and plan review for an installation permit.
14. If any portion of the work performed is not clearly visible or readily accessible, you will be ordered to demolish, disassemble or remove any and all obstructions regardless of the cost incurred. Failure to comply will result in the suspension/revocation of any Building or other permits related to the site.
15. In addition, it is understood that the installation of systems shall be made only by persons properly trained and qualified to install the specific system being provided. The installer certifies to this authority that the installation is in complete agreement with the terms of the listing and manufacturer's instructions and/or approved design plan.
16. Owner's Information Certificate

Submittal Package Requirements

Brief Scope of work description

Hydraulic calculations – 1 PDF Version - Per Area

Summary Sheet– 1 PDF Version - Per Area

Detailed Worksheets– 1 PDF Version - Per Area

Graph Sheets– 1 PDF Version - Per Area

Hardware specification and cut sheets – highlight or indicate hardware on cut sheet(s)

All materials and devices essential to successful system operation; e.g. piping, fittings, FDC, valves, supervisory devices, etc.

The undersigned represents that this application for a permit as described herein will be in accordance with all ordinances of the City of Port Jervis and the Fire and Building Code of New York State and that any plans or specifications submitted with this application are the plans or specifications relating to this permit and no other.

Applicant Signature	Applicant Name (Print)	Application Date
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PERMIT NUMBER	ISSUE DATE	EXPIRATION DATE	FEE PAID	BLDG PERMIT #	Craig Becker, Fire Inspector