



**TOWN OF RIVERHEAD**  
**Office of the Fire Marshal**  
1295 Pulaski Street, Riverhead, NY 11901  
(631) 727-3200 Fax (631) 727-3370



Scott W. Davonski  
Chief Fire Marshal  
Ext. 209

David J. Andruszkiewicz  
Senior Fire Marshal I  
Ext. 208

Craig W. Zitek  
Fire Marshal I  
Ext. 384

Laura Tague  
Acct. Clerk Typist  
Ext. 601

**Fire Prevention Permit Application**

***FIRE SPRINKLER SYSTEM INSTALLATION***

Application **MUST** specify the OCCUPANCY CLASSIFICATION and TYPE OF FIRE SPRINKLER SYSTEM proposed. Application **MUST** include two sets of drawings and riser diagrams; one set of hydraulic calculations (in accordance with NFPA 13 (2002 edition) Section 8-1) and one set of cut sheets for ALL devices being proposed. ***Plans & Hydraulic calculations MUST be signed & sealed by NYS Licensed Engineer or Architect. An electronic version must also be submitted with application.***

Drawings must include one plan page per floor showing: detailed floor plan of all areas, partitions, firewalls, specifications on the use/occupancy of each space (detailing the type and quantity of combustible storage), be legible and clearly show the location of all proposed devices. A legend should be supplied on the drawing(s) indicating scale and all other pertinent information (SEE NFPA 13 Chapter 8-1.1.1). A flow test of the water supply system to be provided: ***Must be within six months of permit submission date & be certified by an independent contractor acceptable to the Water District Superintendent or Town Fire Marshal.***

Specifications shall be provided on pipe hangers, including diagram of hanger assembly, spacing of hangers and method of attachment to building structure.

All plans to include a statement indicating “This installation is in accordance with NFPA 13 except as specifically noted on the installation plans.”

One set of approved drawings (red marked with changes if necessary) will be returned with the permit. ***NO WORK IS TO BE STARTED*** prior to receipt permit and approved plans from Town Fire Marshal.

Sprinkler water flow and tamper shall be monitored and supervised. Water flow shall be on a separate zone and transmitted to central station as a FIRE signal. A tamper indication shall be transmitted to central station as a TROUBLE signal.

All sprinkler systems require an outside water flow indicator be located directly above the Fire Department connection. This device may be either a water-motor gong or electronic alarm device. ***A 120-volt electric bell wired directly from Fire Sprinkler water flow switch is required.*** If a water-motor gong is used, the outside bell shall be painted red and have the words “Sprinkler Water Flow Alarm” clearly visible on or adjacent to the sounding device. If electronic device is used, it shall operate only on a sprinkler water flow and have the words “Sprinkler Water Flow Alarm” clearly visible on or adjacent to the sounding device.

The size and quantity of fire department connections shall be determined by the requirements established by the hydraulic calculations. For high-volume water requirements it may be advisable to use a 5” single inlet. Check

with Town Fire Marshal for approval and additional specifications. For multiple sprinkler systems within one building, it is preferred to have a single Fire Department connection location.

All fire department sprinkler connections to be painted green and have proper protective cover caps.

Fire Department connections **CANNOT** be located:

1. directly under or within 10 (ten) feet of any windows.
2. within 10 (ten) feet of any door with less than a two hour fire rating.
3. under any roof, awning or similar overhang extending more than six inches from the wall, unless the building is of type I construction.
4. within 15 (fifteen) feet of any electric or gas meter, natural gas or LPG pipe.
5. more than 50 (fifty) feet from the street or primary fire department access lane.
6. in any location that would be obstructed or otherwise prevent quick fire department connection with appropriate fire hose.

For buildings with more than one fire department connection, each connection shall be clearly marked with a sign not less than 24 inches x 24 inches indicating exactly which portion of the building is protected by the sprinkler riser fed by the fire department connection. Sign will be placed at least 7 feet from grade level and directly above the fire department connection.

It is recommended that each sprinkler control room have an outside access door with a sign reading “Fire Sprinkler Control Room”. Access to room to be provided to Fire Chief in a method acceptable to the Fire Chief and Town Fire Marshal.

Each sprinkler control room shall have an adequate supply and assortment of spare sprinkler heads and a sprinkler wrench in accordance with NFPA 13 section 6.2.9. Teflon tape to also be provided.

All sprinkler control valves shall be clearly labeled as to their function and their operating position (open/closed). All water supply control valves shall be supervised or made tamper-proof with a method approved by the Town Fire Marshal.

All dry-pipe systems shall have listed pressure gauges in compliance with NFPA 13 Chapter 4-2.1. All dry-pipe systems shall be supervised for low air pressure.

Contact Town Fire Marshal with any questions or requests for deviations from above or deviations from NFPA 13.

Contact Town Fire Marshal at least five business days in advance to schedule appointment for final inspection. Final inspection will include: review of installation to approved plans, a 2 hour/200 PSI test and inspector’s water flow test. Dry-Pipe system will include trip test of the dry pipe valve.

Fire Alarm Installer ***MUST*** be on site during the final sprinkler system test so water flow and tamper signals can be tested.

Upon successful completion of final inspection, a Certificate of Compliance shall be issued to the applicant.

***NOTE:*** Building Owner/Fire Insurance Company may also want to witness the final inspection.

## SEE ATTACHED NEW YORK STATE REGULATIONS FOR ALL PERMITS

Excerpt from NYS Regulation 1203 – Building Permit requirements

2) An application for a building permit shall request sufficient information to permit a determination that the intended work accords with the requirements of the Uniform Code and shall require submission of the following information and documentation:

- (i) a description of the proposed work;
  - (ii) the tax map number and the street address;
  - (iii) the occupancy classification of any affected building or structure;
  - (iv) where applicable, a statement of special inspections prepared in accordance with the provisions of the Uniform Code; and
  - (v) at least 2 sets of construction documents (drawings and / or specifications) that define the scope of the proposed work.
- (3) Construction documents shall not be accepted as part of an application for a building permit unless such documents:
- (a) are prepared by a New York State registered architect or licensed professional engineer where so required by the Education Law:
  - (b) indicate with sufficient clarity and detail the nature and extent of the work proposed:
  - (c) substantiate that the proposed work will comply with the Uniform Code and the State Energy Conservation Construction Code.
  - (d) Where applicable, include a site plan that shows any existing and proposed structures on the site, the location of any existing or proposed well or septic system, the location of the intended work, and the distances between the structures and the lot lines.
- (4) Applications for a building permit or for an amendment thereto shall be examined to ascertain whether the proposed construction is in substantial conformance with the requirements of the Uniform Code. Provisions shall be made for construction documents accepted as part of a permit application to be so marked in writing or by stamp. One set of accepted construction documents shall be retained by the government agency charged with or accountable for administration and enforcement of the code. One set shall be returned to the applicant to be kept at the work site so as to be available for use by the code enforcement official.
- (5) A building permit shall contain a statement directing that all work shall be performed in accordance with the construction documents submitted and accepted as part of the application. In addition, a permit shall include the directive that the government or agency responsible for enforcement of the code shall be notified immediately in the event of changes occurring during construction.

- (6) Building permits shall be issued with a specific expiration date. A local government or agency responsible for enforcement of the Uniform Code may provide that a permit shall become invalid unless the work authorized is commence within a specified period following issuance.
- (7) When a building permit has been issued in error because of incorrect, inaccurate or incomplete information, or the work for which the permit was issued violates the Uniform Code, such permit shall be revoked or suspended until such time as the permit holder demonstrates that all work completed and all work proposed shall be in compliance with applicable provisions of the code.
- (8) Building permits shall be required to be visibly displayed at the work site and to remain visible until the project has been completed.