



## **AUTOMATIC FIRE SPRINKLER PLAN SUBMITTAL REQUIREMENTS**

### **A Complete and Accurate Submittal Must Include the Following:**

1. Submittal Process:
  - a. Electronic Submittals:
    - i. Go to : [www.SpokaneValleyFire.com](http://www.SpokaneValleyFire.com) under Permits and Forms;
    - ii. Under Electronic Plan Submittal and Review is a hyperlink to [Inspections@SpokaneValleyFire.com](mailto:Inspections@SpokaneValleyFire.com) ;
    - iii. Use the hyperlink to create an email to attach submittal documents;
    - iv. In the subject line Indicate the following: Permit Submittal – Project Address
  - b. Paper Submittal:
    - i. Three (3) copies are to be delivered to Spokane Valley permit center at 10210 E. Sprague Avenue.
2. The information provided on the drawings shall meet the requirements of NFPA 13 for “Working Plans”. Information provided to include, but not be limited to:
  - a. Name of owner & occupant and street address.
  - b. Name & address of contractor.
  - c. Point of compass and graphic representation of scale.
  - d. Information on underground piping from city tap to riser location (size, pipe type/schedule, FDC, PIV, vault).
  - e. Hydrant test information (location, date of test, static, residual, flow, agency providing).
  - f. Hydraulic information for calculation (remote area, density, water requirements, hose demand).
  - g. Occupancy class or hazard for building.
  - h. Provide information on system piping (pipe schedule, joints)
  - i. Provide information on system size (entire system or per floor/control valve)
  - j. Provide data sheets for devices/equipment provided (highlight model used).
3. All fire sprinkler riser(s) must be equipped with a flow switch – wet system or pressure switches (low air & alarm) – dry systems, tampered control valves (system valves and double check assembly), annunciation, Post Indicator Valve and Fire Department Connection.
4. Every sprinkler system shall be pre-tested by the installing contractor or his representative prior to the fire department acceptance test. To schedule an acceptance test, call 892-4153 at least two (2) days prior to the test.
5. Record drawings shall be provided at the completion of the project. Drawings shall note changes to system occurring during installation and shall note any items required by conditions of the permit as described in the review letter.
6. The issuance of a permit based upon plans, calculations, data and other reports shall not prevent the Fire Department from thereafter requiring correction of deficiencies. Any deficiencies found during field inspection, testing or Fire Company surveys must also be corrected.
7. Sprinkler system Contractor’s Material & Test Certificate shall be submitted prior to issuance of Certificate of Occupancy for building.