

## LONGMONT FIRE DEPARTMENT FIRE SERVICES CODES AND PLANNING

285 Kimbark Street  
Longmont, CO 80501  
Office: 303.651.8434  
Fax: 303.651.8696

### FIRE SPRINKLERS

NOTE: It is the responsibility of the designer/installer of record to assure all applicable code requirements and local amendments are adhered to. The current adopted editions of the International Fire Code (IFC), International Building Code (IBC), the associated National Fire Protection Association Standards and the City of Longmont Design Standards and Construction Specifications shall be the primary, but not all inclusive resource documents.

### PERMIT REQUIREMENT

- No work shall be performed until plans are approved and a permit issues to the applicant

### LICENSING

- The City of Longmont requires contractors to hold a D-14 Contractors License with a current, active status to do work on installing or modifying Fire Sprinkler Systems. Contact the Building Department at 303.651.8332.

### FEE PAYMENT

- Construction permit fees and any additional fees for re-submittals must be paid before approved plans are released and any permit is issued.
- Any re-inspection and special inspection fees must be paid before the fire department will approve a Certificate of Occupancy.

### SPRINKLER SYSTEM PLAN SUBMITTAL

- The instruction guide on how to apply online can be found on our website: [www.longmontcolorado.gov](http://www.longmontcolorado.gov) and search "plan submittal". Click on the "apply" button. Then click on "register for an account".
- Fire Sprinkler system plans shall be reviewed, stamped and signed by a registered Professional Engineer or NICET level 3 Technician or higher.
- Submit 2 complete sets of fire sprinkler plans and hydraulic calculations. One set of submitted materials will be retained in the fire department files, the second set of stamped approved materials will be returned to the applicant. If additional approved drawings are required, please submit them at time of application.
- A completed Longmont Fire Department permit application is required with the submittal. Submittals will not be placed into review queue until a complete application is received.
- Submit to the Fire Prevention Division, 385 Kimbark Street, Safety & Justice Building.
- To assure that your submittal and the installation in regard to the fire sprinkler system are in accordance with the local amendments to the IFC, as adopted, please check the City of Longmont website [www.longmontcolorado.gov](http://www.longmontcolorado.gov).
- To start an application for a permit application go to: [www.longmontcolorado.gov](http://www.longmontcolorado.gov) and search "start permit building application".
- If proposed work is limited to raising, lowering, adding, deleting or relocating existing sprinkler heads on existing drops without impacting the original design criteria, no plan

submittal is required. A “scope of work” letter on contractor letterhead will be allowed. The letter shall be reviewed by NICET 3 Technician or higher; or a professional engineer (PE) and “wet” stamped. A permit application must be COMPLETED WITH ALL REQUEST, APPLICABLE INFORMATION and submitted to secure the require permit prior to starting any work. Please upload your paperwork to the building and inspection permitting online.

- The inspector may require submittal of revised hydraulic calculations based on observations at the time of the rough inspection.
- If proposed work impacts the original design criteria, complete plans and calculations shall be submitted and approved prior to starting work. These materials must be submitted with a completed permit application. **PLANS WILL NOT BE ACCEPTED WITHOUT THE FRONT SIDE OF THIS PERMIT APPLICATION BEING COMPLETED WITH ALL REQUESTED, APPLICABLE INFORMATION.**

## GENERAL REQUIREMENTS

- Back-flow prevention devices are required for system that are installed or modified. Specifications for the installation of back-flow prevention devices are contained in the “City of Longmont Public Improvements Design Standards and Construction Specifications.” Contact Meter Shop for additional information 303.651.8469.
- Core and shell buildings: heads may be installed at the level of the planned ceiling in unfinished spaces provided the space is maintained broom clean and is not used for storage or any other purposes. Access to such spaces shall be restricted and posted “NO STORAGE BY ORDER OF THE FIRE MARSHAL”. Such posting shall have letters with no less than a 3” height and stroke on a contrasting background.

## SCHEDULING AN INSPECTION

In order to provide better customer service, the Longmont Fire Department has started using the automated inspection request line operated by Building Inspection.

Go to [www.longmontcolorado.gov](http://www.longmontcolorado.gov) and search “request a building inspection”.

## INSPECTIONS

- The permit holder is the only one that may request inspections. The permit holder will be held responsible for any additional fees incurred.
- The PERMIT shall be on site at all times.

## ROUGH INSPECTION

- A “rough in” inspection, hydrostatic test and visual inspection for leaks shall be completed by the fire department before any portion of the system is concealed or painted.

## FINAL INSPECTION

- All valves controlling the water supply for automatic sprinkler systems and water floor alarm switches on all sprinkler systems shall be electronically supervised.
- There shall be a 45-second alarm delay from the time of flow switch actuation. Testing shall be coordinated by the installer to assure that the fire alarm technician will be on site at the time of testing.
- The supervisory signal-initiating devices and circuits for each control valve shall be tested prior to final inspection.
- An approved audible/visual sprinkler flow alarm shall be installed on the exterior of the building in an approved location.
- An approved audible/visual sprinkler flow alarm to alert the occupants shall be provided in the interior of the building in a normally occupied location.

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- A main drain test shall be completed prior to final acceptance.
- Signs shall be posted to indicate system specifications, control valves, inspectors test valve and main drain.
- There shall be a minimum of 6 compatible system sprinkler heads in a cabinet adjacent to the riser. There shall be at least 2 of each type utilized in the system. A sprinkler wrench or socket with ratchet shall be provided for the removal or installation of sprinkler heads.
- If any changes are made from the original approved plans, as built and all certification papers shall be made available to the fire department, on site, at the time of final inspection.