



**FACILITIES PERMIT**  
**APPLICATION FOR PERMIT TO INSTALL SPRINKLER SYSTEM**  
 1900 SW 4<sup>th</sup> Ave. Portland, OR 97201  
 (503) 823-3718



VALUATION OF WORK: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

**PLANS MUST BE SUBMITTED TO THE FIRE PREVENTION DIVISION AND APPROVED BEFORE INSTALLATION.**

**Location:**

Building Name: \_\_\_\_\_ Occupied as: \_\_\_\_\_

Address: \_\_\_\_\_ Portland, OR Zip \_\_\_\_\_

Suite # \_\_\_\_\_ Levels (#) \_\_\_\_\_

| Installation                        | Sprinkler                            | Sprinkler Type                       | Supply   | Standpipe                            |
|-------------------------------------|--------------------------------------|--------------------------------------|--|--------------------------------------|
| Addition <input type="checkbox"/>   | Complete <input type="checkbox"/>    | Wet <input type="checkbox"/>         | Underground Only <input type="checkbox"/>          | Wet <input type="checkbox"/>         |
| Alteration <input type="checkbox"/> | Partial <input type="checkbox"/>     | Dry <input type="checkbox"/>         | Sprinkler Only <input type="checkbox"/>            | Dry <input type="checkbox"/>         |
| New <input type="checkbox"/>        | Basement <input type="checkbox"/>    | Preaction <input type="checkbox"/>   | Underground with Hydrants <input type="checkbox"/> | Combination <input type="checkbox"/> |
| Remove <input type="checkbox"/>     | Exitway <input type="checkbox"/>     | Deluge <input type="checkbox"/>      | Sprinkler with Hydrants <input type="checkbox"/>   |                                      |
| Repair <input type="checkbox"/>     | Hood/Vent <input type="checkbox"/>   | Anti-freeze <input type="checkbox"/> |  |                                      |
|                                     | Spray Booth <input type="checkbox"/> |                                      |  |                                      |

Light Hazard  Ordinary Hazard 1  2  Extra Hazard 1  2  ESFR  ELO  High Piled Storage

Total Work Area \_\_\_\_\_ sq ft Total No. of Heads \_\_\_\_\_ Sprinkler Area \_\_\_\_\_ sq ft

Building Size \_\_\_\_\_ sq ft No. of Standpipes \_\_\_\_\_ Orifice Size \_\_\_\_\_ inches

No. of Stories \_\_\_\_\_ Density \_\_\_\_\_ gpm/sq ft "K" Factor \_\_\_\_\_

No. of Systems \_\_\_\_\_ Design Area \_\_\_\_\_ sq ft Temp. Rating \_\_\_\_\_ F

Description of Work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Installing Company Information:**

Applicant Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

**Owner Information:**

Name: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

**Mail permit to:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\_\_\_\_\_  
 NAME OF APPLICANT

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 NAME OF INSPECTOR

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

## Facilities Permit

### Sprinkler/Underground Permit Submittal Requirements

Scope: Fire permits for work associated with a Facility Permit Project. Fees will be billed monthly.

- 1.** Permit Application, including related facilities project permit number.
- 2.** Two sets of plans. Plans need to be of a quality clear enough to microfilm. Name of project, job address, and the engineers/architect's name designing the system must be on all sheets.
- 3.** Specification sheets of all equipment in the system.
- 4.** Hydraulically-designed fire sprinkler systems –
  - Portland Water Bureau flow test sheets. All systems must be designed using 80% of the normal maximum static pressure.
  - Hydraulic calculations necessary to verify design details.
- 5.** Underground systems –
  - All necessary features relating to the scope of the permit application, including fire department connection, back flow prevention, thrust restraints, etc.
- 6.** Any relevant appeal information.

*Note: To install sprinkler systems and underground sprinkler water supply piping, the installer is required to have a Certificate of Fitness issued by Portland Fire & Rescue.*

For questions, please call 503-823-3718.

Submit plans to: Facilities Program  
Bureau of Development Services  
1900 SW 4<sup>th</sup> Ave – 5<sup>th</sup> Floor  
Portland, OR 97201