

Application for Permit to Install

- Sprinkler System**
 Underground Main



Portland Fire & Rescue
Fire Marshal's Office
 1300 SE Gideon St.
 Portland, OR 97202-2419
 Ph: 503-823-3712
 Fax: 503-823-3925



Portland Fire & Rescue Use Only				
Total Cost of Permit: \$ _____	Date: _____	Permit #: _____		
Receipt #: _____	Reference #: _____	Bldg Permit #: _____	Appeal: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Plans must be submitted to the Fire Prevention Division and approved before installation.
Plot plan showing location of nearest hydrant is required.

Valuation: \$ _____ Existing Building New Construction
 Building Name: _____ Occupied as: _____
 Address: _____
 Suite # _____ Levels (#) _____

Installation	Sprinkler	Sprinkler Type	Supply	Standpipe
<input type="checkbox"/> 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			
Light Hazard <input type="checkbox"/> Ordinary Hazard 1 <input type="checkbox"/> 2 <input type="checkbox"/> Extra Hazard 1 <input type="checkbox"/> 2 <input type="checkbox"/> ESFR <input type="checkbox"/> ELO <input type="checkbox"/> High Piled Storage <input type="checkbox"/>				

Total Work Area _____sf Total No. of Heads _____ Sprinkler Area _____sf
 Building Size _____sf No. of Standpipes _____ Orifice Size _____inches
 No. of Stories _____ Density _____gpm/sf "K" Factor _____
 No. of Systems _____ Design Area _____sf Temp. Rating _____F

Description of Work: _____

Installing Company Information
 Applicant Name: _____
 Company Name: _____
 Address: _____
 City, State, Zip: _____
 Phone/Fax: _____
 Email: _____
 Mail Permit to: _____

Installer Certificate of Fitness Information
 Same as Applicant Yes Cert #: _____
 No (complete information below)
 Name: _____
 Company Name: _____
 Cert #: _____
 Phone: _____

Applicant: _____
Name Signature Date

Inspector: _____
Name Signature Date

Underground Fire Sprinkler Permit Submittal Requirements

If requesting a permit for underground work, include this signed page with the application.

Note: Portland Water Bureau determines the location of the double check assembly.

Items required with submittal:

- Underground piping to be clearly identified, on plans. If multiple pages, note on permit application, what page(s) it is located.
- When connecting to a vault, show vault on plans, with detail of all fire piping inside vault, including the fire water line, FDC & double check valves.
- Type and size of pipe to be used, including the pipe schedule. For under 4" PVC pipe, schedule 80 is acceptable.
- Depth of bury, to be noted (min. 3 ft. from top of pipe to finished grade).
- Tracer wire if non-metallic pipe.
- How will pipe be restrained – i.e. Mega-lugs, bell restraints, thrust blocks. Will need calculations for any, including type of soil (as shown in NFPA 24 2013 edition, or the Mega-lug program), using 200 psi hydro figure, min. 3 ft. depth of bury, type of fitting (90, 45, Tee, dead-end, etc.)
- FDC piping, showing location of FDC ports, the port size, number of ports and FDC ball drip.
- FDC to show it is within 150 ft. of a public fire hydrant.
- Any private hydrants to be installed, shall be clearly identified on the plan. All private hydrants to be painted RED and have the shutoff valve shown, within 10 ft. of the hydrant
- Buried sectional control valves, other than for private hydrants, shall be aboveground Post Indicator Valves, and shall be monitored for tampering by a fire alarm system.
- In-ground check valves, ball-drips and similar, are not to be buried. Provide at least a valve box, vault or similar, with at least a 3-foot diameter opening, to provide proper access to service or replace.

By signing below, the applicant states that all items related to this permit, as listed above, are included with this permit submittal. Failure to do so may cause delays in permit issuance or assessment of additional fees.

Applicant: _____
Name Signature Date

PORTLAND FIRE & RESCUE

TABLE 40-D
AUTOMATIC SPRINKLERS, STANDPIPES,
FIRE LINES & PRIVATE HYDRANTS
TABLE EFFECTIVE JULY 1, 2014

ACTIVITY	FEES
INSPECTION: Based on work valuation.	
\$1 - \$500	\$50.00 minimum fee.
\$501 - \$2,000	\$50.00 for the first \$500, plus \$3.37 for each additional \$100 or fraction thereof, to and including \$2,000.
\$2,001 - \$25,000	\$100.55 for the first \$2,000, plus \$14.00 for each additional \$1,000 or fraction thereof, to and including \$25,000.
\$25,001 - \$50,000	\$422.55 for the first \$25,000, plus \$11.00 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 - \$100,000	\$697.55 for the first \$50,000, plus \$7.30 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 AND UP	\$1,062.55 for the first \$100,000, plus \$6.00 for each additional \$1,000 or fraction thereof.
PLAN REVIEW CHARGES	Calculated as 65% of the inspection fee.
STATE SURCHARGE	Calculated as 12% of the permit fee excluding plan review and scanning charges.
SCANNING	\$5.00 (per permit) for plans up to 11 x 17 inches. \$10.00 (per permit) for plans greater than 11 x 17 inches.

TO CALCULATE TOTAL FEE:

- Step 1: Determine the value of the work.
(Minimum \$1.33 per sq. ft. of sprinkler work)
- Step 2: Convert value to fee using Table 40-D (above)
- Step 3: Add plan review charges by multiplying fee by 1.65
- Step 4: Add 12% Oregon State surcharge by multiplying fee by .12
- Step 5: Add scanning charges
(See next page for example)

CALCULATION INSTRUCTIONS:

- 1) Multiply Square Feet of sprinkler work times 1.33.
 _____ Sq. Ft. X 1.33 = _____ (valuation)

- 2) Compare the valuation from step 1) with your contract valuation. Use the greater of the two to determine the Permit Fee.

- 3) PERMIT FEE CALCULATION (refer to Table 40-D)
 - \$ _____ (Base fee for first \$ _____ of valuation)
 - + _____ (\$ _____ per _____ beyond base fee)
 - = _____ (Subtotal A)
 - X 1.65 (Plan Review charge. If permit is to be doubled, use 2.65 as multiplier)
 - = _____ (Subtotal B)
 - + _____ Add microfilm charges
 - + _____ 12% Surcharge fee for State Building Codes Agency (Subtotal A x 12%)
 - = _____ TOTAL DUE FOR THIS PERMIT

EXAMPLE

- 1) Multiply Square Feet of sprinkler work times 1.33.
2,500 sq. ft. X 1.33 = **\$3,325.00** (valuation)

- 2) Compare the valuation from step 1) with your contract valuation. Use the greater of the two to determine the Permit Fee. **(Contract value \$2,825 vs. \$3,256 = Therefore, use the \$3,325 amount.)**

- 3) PERMIT FEE CALCULATION (Refer to Table 40-D)
 - \$ 100.55 (Base fee for first \$2,000) of valuation
 - + \$ 28.00 (\$14.00 per \$1,000 beyond base fee)
 - = \$128.55 (Subtotal A)
 - X 1.65 (Plan Review Charge. If permit is to be doubled, use 2.65 as multiplier)
 - = \$212.11 (Subtotal B)
 - + \$ 5.00 (Add microfilm charges)
 - + \$ 15.43 12% Surcharge fee due State Building Codes Agency (Subtotal A X 12%)
 - = **\$232.54** TOTAL DUE FOR THIS PERMIT

Sprinkler/Underground Permit Submittal Criteria

To better serve you and to expedite the permit application and review process, please provide a **complete permit package** at the time of submittal.

Permit Applications must include the following or they will be returned:

- A fully completed permit application with payment.** All areas of the permit must to be filled in *including* the “Description of Work” field.
- A copy of the bid sheet provided to your customer.**
- A minimum of two sets of plans with each application.** 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.
- Specification sheets of all equipment in the system.
- 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.
- Underground systems:
 - All necessary features relating to the scope of the permit application, including fire department connection, back flow prevention, thrust restraints, etc.
 - Signed underground fire sprinkler permit submittal requirements sheet.
- Any relevant appeal information.

When additions or addendums replace original plans, an additional plan review fee will be charged. Additions or addendums that increase the valuation of the job will also require additional permit fees.

Permits must be applied for prior to any work starting on the project. If the work begins before a permit is issued an investigation fee will be charged per Portland City Code Title 31.

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.

If you have any questions, please call the permit office at (503) 823-3712.

Submit plans to: Portland Fire & Rescue
Attn: Permits
1300 SE Gideon St.
Portland, OR 97202-2419