

# Application for Permit to Install Fixed System



**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. Listed fire extinguishing system shall be installed in accordance with the terms of their listing and manufacturers' instructions.**

Valuation: \$ \_\_\_\_\_  
 Building Name: \_\_\_\_\_ Occupied as: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Suite # \_\_\_\_\_ Levels (#) \_\_\_\_\_

<b>Installation</b> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Remove <input type="checkbox"/> Repair	<b>Coverage</b> <input type="checkbox"/> Hood/vent <input type="checkbox"/> Paint Booth <input type="checkbox"/> Computer Room <input type="checkbox"/> Other _____	<b>System Type</b> <input type="checkbox"/> Wet Chem <input type="checkbox"/> Dry Chem <input type="checkbox"/> Water <input type="checkbox"/> FM 200 <input type="checkbox"/> Halon <input type="checkbox"/> CO2 <input type="checkbox"/> Inergen	<b>Shut Off</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electrical	<input type="checkbox"/> In Existing Building <input type="checkbox"/> New Construction
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Total Work Area \_\_\_\_\_ sf      Total No. of Heads \_\_\_\_\_      No. of Systems \_\_\_\_\_

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

**PORTLAND FIRE & RESCUE**  
**TABLE 40-D**  
**FIXED EXTINGUISHING SYSTEMS & SPRAY BOOTHS**  
**TABLE EFFECTIVE JULY 1, 2014**

ACTIVITY	FEES
<b>INSPECTION:</b> Based on work valuation.	
\$1 - \$500	\$50.00 minimum fee.
\$501 - \$2,000	\$50.00 for the first \$500, plus \$3.80 for each additional \$100 or fraction thereof, to and including \$2,000.
\$2,001 - \$25,000	\$107.00 for the first \$2,000, plus \$15.00 for each additional \$1,000 or fraction thereof, to and including \$25,000.
\$25,001 - \$50,000	\$452.00 for the first \$25,000, plus \$11.30 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 - \$100,000	\$734.50 for the first \$50,000, plus \$7.50 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 AND UP	\$1,109.50 for the first \$100,000, plus \$6.25 for each additional \$1,000 or fraction thereof.
<b>PLAN REVIEW CHARGES</b>	Calculated as 65% of the inspection fee.
<b>SCANNING</b>	\$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.
- 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 scanning charges  
(See next page for example)

**TO CALCULATE TOTAL FEE**

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)  
= \_\_\_\_\_ (Subtotal B)  
+ \_\_\_\_\_ (ADD scanning charges)  
= \_\_\_\_\_ TOTAL DUE FOR THIS PERMIT

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**EXAMPLE**

New building permit for Fixed Extinguishing Systems  
Contract price of system: **\$4,000**

PERMIT FEE CALCULATION (Refer to Table 40-D)

\$ 107.00 (Base fee for first \$2,000) of valuation  
+ \$ 30.00 (\$15.00 per \$1,000 beyond base fee)  
= \$137.00 (Subtotal A)  
X \$ 1.65 (Plan review charge)  
= \$226.05 (Subtotal B)  
+ \$ 5.00 (Add microfilm charges)  
= **\$231.05** TOTAL DUE FOR THIS PERMIT

## Submittal Requirements for Fixed Systems

1. Permit application and complete payment of permit fee.
2. Include a copy of your bid sheet provided to your customer.
3. Two sets of plans to include:
  - A. Complete drawing of installation to scale in relation to other appliances and or equipment.
  - B. Dimensions to all applicable parts of the system.
    - a. Duct size
    - b. Plenum size
    - c. Appliance and or equipment dimensions
  - C. Proximity distances between nozzles and appliance and or equipment being protected.
  - D. Location of remote pull station.
  - E. Pipe size
  - F. Piping diagram
4. Wet Chemical, provide #'s 1-4 plus #6
  - A. Bottle size
  - B. Maximum flow points per bottle
  - C. Flow points used
  - D. List of nozzles, how many of each, and flow points used per nozzle
  - E. Separation of 16 inches between deep fat fryers and appliances producing open flame or 8" splash guard
  - F. Location of fuel and/or electrical shut-off
  - G. Six inch clearance from all appliances to outside edge of canopy hoods
5. Dry Chemical #'s 1-3, 5 & 6
  - A. Total cubic feet covered
  - B. Cubic feet of coverage per nozzle
  - C. Location of all door and air interlock devices.
  - D. Demonstrate proof of balanced system.
  - E. Provide information of ventilation shut down or duct damper.
6. Please include relevant appeal information.
7. 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.

**For questions, contact the permit office at (503) 823-3712.**

**Submit application and plans to: Portland Fire & Rescue  
1300 SE Gideon St.  
Portland, OR 97202-2419**