



Palatine Fire Prevention Division

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www.palatine.il.us

FIRE SPRINKLER PERMIT HANDOUT



Please visit the link below to register and apply
<https://Citizen.palatine.il.us>

FIRE SPRINKLER SUBMITTAL REQUIREMENTS:

- Shall be installed per 2019 NFPA 13

This information is designed to assist an applicant in applying for a permit for a fire sprinkler system. This handout is not all-inclusive. It identifies items we find are most often missing in permit submittals. Special circumstances or unique designs may require Village Staff to request additional information or details. Please read the Step-by-Step Guides to the Permit Process for assistance with obtaining a permit. <https://www.palatine.il.us/620/Standard-Building-Permits>

If you are a Subcontractor, you will need to coordinate with the General Contractor that you are provided access to submit through the CSS Portal. In Palatine, fire protection systems are submitted under the main permit number.

CSS PORTAL SUBMITTAL REQUIREMENTS: Each required submittal shall be uploaded as a separate PDF

- Copy of fully dimensioned Fire Sprinkler Plan with:
 - Business name and address of protected premise
 - Designer's name and qualifications, a minimum of a NICET 3, NICET 4, or PE.
 - Floor plan that indicates use of all rooms.
 - Ceiling information including heights, construction, slope, soffits, clouds, HVLS fans, etc. shall be shown including sections.
 - Riser diagram
- Material and equipment specifications and catalog cut sheets **with the appropriate item(s) highlighted**. All materials used shall be installed per their listing.
- Owner's Certificate per NFPA 13 SEC. 4.6
- Occupancy and commodity descriptions and storage arrangements including special applications. Detailed information including code sections shall be provided when deviating from code requirements.
- Design calculations, sprinkler summary sheet, and water supply graphs indicating the discharge requirements of each system, and evaluation of the arrangement and source of the water supply.
- Results of a current flow test (dated within 12 months) indicating the location and date of the test and the names of the personnel involved in conducting the test. The Palatine Fire Prevention Division shall witness the test. Results shall be submitted to the Palatine Fire Prevention Division.
- Complete hydraulic calculations including water supply curve. The backflow preventer friction loss shall be included in the calculations.
- If installation and or inspections are to be phased you shall include a phase plan.
- If the work to be done is to an existing building, an evaluation of the fire protection systems for its capability to protect the new occupancy, use or material shall be conducted per NFPA 25 and the Fire Sprinkler System Hazard Evaluation uploaded.

MISCELLANEOUS ITEMS:

- Double Detector Check backflow preventer required
- 4" Storz FDC with a 30° elbow required
- 120v waterproof white A/V that activates only on water flow required over FDC
- HVLS fans shall be installed per NFPA 13 Sec. 11.1.7
- See Chapters 8 and 14 of the Palatine Code of Ordinances for additional requirements

INSPECTIONS:

- **Underground Fire Flush is required to be witnessed by Palatine Fire Prevention; This is not the same test as chlorination/flush.**
- The sprinkler system shall be pretested before fire department inspection.
- Contractor to be on-site with a printed stamped approved "job copy" of appropriate size, you will need to print this out.
- Schedule inspection(s) through your CSS account.