

## **FIRE SPRINKLER PERMIT - APPLICATION GUIDE – BUILDING DIVISION**

### **Permit Application Requirements**

A sprinkler permit is required for the installation, alteration or connection of a fire sprinkler system.

Registered Professional to be retained for the design and field review of the following fire sprinkler systems:

- new installation
- renovation/alteration affecting 20 or more devices
- building addition – floor area / mezzanine / floor levels
- change of building occupancy classification / hazard
- tenant improvement - commercial kitchens / breweries / spray booths
- equipment requiring specialized suppression / separate acting systems
- where deemed necessary by the authority having jurisdiction

Contractor - current Trades Qualification Certificate (TQ) and City Business Licence

## Permit Application Submission

- Permit drawings to include:
  - site address
  - location in the building - suite number / room number / floor level / area clearly identified
  - NFPA Standard the building is designed under
  - Indicate which devices are to be added, removed or altered
  - hydraulic calculations
  
- If scope of work requires Registered Professional, include:
  - Sprinkler Permit Application Form
  - Registered Professional Letter of Assurance - Schedule B
  - electronic drawing and hydraulic calculation submission - P Eng electronically sealed verified documentation
  - electronic submission email to: [tradepermits@cnv.org](mailto:tradepermits@cnv.org)
  - Hazardous Material / Asbestos Clearance Letter to be obtained and posted at the site prior to start of work. Applicable for buildings constructed prior to 1990.
  
- If scope of work does not require Registered Professional, include:
  - Sprinkler Permit Application Form
  - electronic drawing submission
  - email to: [tradepermits@cnv.org](mailto:tradepermits@cnv.org)
  - Hazardous Material / Asbestos Clearance Letter to be obtained and posted at the site prior to start of work. Applicable for buildings constructed prior to 1990.
  
- If drawings were submitted previously with a related building permit application, it is not necessary to include additional drawing sets with Sprinkler Permit Application Form

## Sprinkler Inspections – refer to Sprinkler Inspection Guides

*This information is provided for convenience only and is not in substitution for applicable City Bylaws or Provincial or Federal Codes or laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws.*