

## Fire Sprinkler Permits

This brochure explains the City's requirements for automatic fire sprinkler system permits.

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*"This information is provided for convenience only and is not in substitution of 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."*

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### Permit Application Requirements

**Installation of any number of new sprinkler heads, or relocation of more than 20 existing heads, or alterations that result in sprinkler system design modifications (see Note #1):**

- 3 sets of shop drawings of sprinkler layout and hydraulic calculations signed and sealed by the Sprinkler Engineer.
- Hydraulic calculations or drawings may not be required for small number of new heads or relocation of existing heads providing that the length of piping has not changed significantly or the density has not changed. If this is the case the applicant is required to submit a letter signed and sealed by the Sprinkler Engineer explaining why calculations are not required. This will be reviewed and confirmed by the Burnaby Fire Prevention Office (FPO).
- If there is an Engineer of Record for Fire Suppression Systems of the project the shop drawings and hydraulic calculation must be reviewed, acknowledged and stamped by that Engineer of Record (see Note 2).
- 1 set (original) of Letter of Assurance Schedule B (from the Sprinkler Engineer).
- [Fire Sprinkler Permit application form](#) (completed and signed by installer).
- Fire Sprinkler Permit fee (refer to current fee schedule).

**Relocation of 20 or fewer existing sprinkler heads only without any alterations that result in sprinkler system design modifications (see Note #1):**

- [Fire Sprinkler Permit application form](#) (completed and signed by installer).
- Fire Sprinkler Permit fee (refer to current fee schedule).

**Note #1:** Sprinkler system design modification includes without limitation:

- Any change to the sprinkler design that is likely to require a substantial change to the original sprinkler system's hydraulic calculations
- Any change in hazard classification
- Any change in the applicable sprinkler standard (e.g., where the change entails using NFPA 13 for a building originally designed to NFPA 13R)
- Augmentation of existing sprinkler design (e.g., addition of specialized suppression systems such as FM200)

**Note #2:** Shop drawings and hydraulic calculations for an automatic fire sprinkler system for new building construction are not routinely done by the Engineer of Record for Fire Suppression Systems. This work is normally undertaken by the sprinkler contractor's Sprinkler Engineer. The shop drawings and hydraulic calculations should be reviewed and acknowledged with a stamp by the Engineer of Record for Fire Suppression Systems prior to being submitted for permit application. The BC Building Code acknowledges this procedure in Division C, Appendix A, Clause A-2.2.7.3.

## Requirements Upon Completion

**ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED 5 WORKING DAYS BEFORE A FINAL INSPECTION CAN BE CONDUCTED BY THE BUILDING INSPECTOR AND FPO.**

- Letter of Assurance Schedule "C-B" signed and sealed by Sprinkler Engineer to be submitted to the Building Inspector and a copy to the FPO.
- For permit applications for the relocation of 20 or fewer sprinkler heads no Schedule C-B is required but a "[Certification of the Fire Sprinkler System](#)" is to be submitted to the Building Inspector and a copy to the FPO.
- If there is no building permit involved submit the original Schedule C-B or Certification of the Fire Sprinkler System to the FPO.
- Contractor's Material and Test Certificate form "A" to be forwarded to the FPO.
- The Building Inspector or FPO may ask for additional engineering reports and/or documentation.

## Spray Booths

Power ventilated paint spray booths and areas where flammable liquids are stored must be protected to "extra hazard" standards.

## General Information

- If any of the required documents are missing or if the addresses of the job location are not consistent on all documents, the application will not be accepted.
- Must have a current Trades Qualification Certificate (T.Q.) and a valid City Business Licence.
- Separate plumbing permits are required for all new underground piping and backflow prevention devices.

If you require additional information or have any questions, please contact the Building Department at 604-294-7130. For additional information related to the Fire Code and sprinkler technical requirements, please contact the Fire Prevention Office at 604-294-7195.

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