



Palm Beach Gardens Fire Rescue Life Safety Services Division Fire Related Construction Requirements and Checklist

Plans Submittal Requirements

The below requirements are general in nature but may vary based on circumstances. Use these requirements as a minimum checklist of what needs to be submitted for plans to be reviewed and approved. In addition, a section on scheduling inspections is provided.

The proper Fire Code Reference required on all new construction and interior build-outs is:

“Florida Fire Prevention Code (FFPC) 7th Edition” (for any other NFPA Code references, the proper version should be taken out of Chapter 2 of the FFPC)

All permits for new construction and interior build-outs (BCOM, BOUT, BLDG) are required to have a Life Safety Plan “LSP”.

The LSP SHALL include the following:

- 1. Type of Occupancy
- 2. Occupant Load Calculation
- 3. Fire Extinguisher Locations
- 4. Illuminated Exit Signage Locations
- 5. Emergency Lighting Locations
- 6. Show the Travel Paths & Distances
- 7. Show corridor width

All permits for new construction and interior build-outs are required to include the following if work is being done that affects that system:

- If Mechanical Plans, the proper location of Duct Detectors in the Supply & Return for systems greater than 2000 CFM and their respective test switches
- If Mechanical Plans in a non-sprinklered/non-fire alarm building, the proper location of Duct Detectors in the Supply & Return for systems greater than 2000 CFM, their respective test switches AND the location of each visual “Smoke” indicators
- If Electrical Plans, the panel schedule needs to indicate which breaker is for EM lights and which breaker is for the Fire Alarm Control Panel in an alarmed structure
- If Lighting Plans, the location of all illuminated exit signs and emergency lighting AND these locations must match that of the LSP



Palm Beach Gardens Fire Rescue Life Safety Services Division Fire Related Construction Requirements and Checklist

Fire Required Permits

Separate Permits are required for the following fire related systems, and each permit requires a minimum of 2 sets of shop drawings.

- **Fire Sprinkler Permit Requirements**
 - Permit required if installation or alteration is > 5 heads
 - 2 Sets of Shop Drawings
 - If > 49 heads, then an Engineers stamp is required
 - All manufacture product sheets need to be included
 - Hangar details need to be included

- **Fire Alarm Permit Requirements**
 - Permit required for installation and any alterations
 - 2 Sets of Shop Drawings
 - If > \$5,000 value an Engineers stamp is required
 - All manufacture product sheets need to be included

- **Fire Suppression Installations, UL-300 systems (Kitchen Suppression Systems)**
 - Permit required for installation and any alterations
 - 2 Sets of Shop Drawings
 - Sequence of Operations on the drawings
 - All manufacture product sheets need to be included

- **Fire Suppression, FM-200 system installations (Clean Rooms)**
 - Permit required for installation and any alterations
 - 2 Sets of Shop Drawings
 - Sequence of Operations on the drawings
 - All manufacture product sheets need to be included



Palm Beach Gardens Fire Rescue Life Safety Services Division Fire Related Construction Requirements and Checklist

Scheduling of Fire related construction inspections

- All fire related inspections are required to be scheduled at least 1 day prior to the inspection
- All inspection time requests are for either morning or afternoon, no specific times will be given
- Inspections are conducted Monday through Friday 8:00AM to 4:00PM
- A Stamped set of Plans and the Permit Card **MUST** be on site for the inspection
- No “miscellaneous or courtesy” inspections are conducted
- All **FINAL** inspections are to be scheduled by permit number and only by the General Contractor, **NOT** the sub-contractors
- Cancellation of inspections must be called in no later than 9:00AM else an unproductive fee will be assessed
- Only Fire Sprinkler permits may schedule a “rough inspection”, all other inspections are Finals. On sprinkler plans involving more than 1 floor, only 1 “rough inspection” per floor will be conducted based on the permit fee; for every additional “rough inspection” an additional inspection fee will be incurred. After each “rough inspection” a copy of test papers shall be provided to the field inspector. For Final Sprinkler inspections on new buildings, a copy of the full set of fire sprinkler plans need to be left on site. These plans will need to be left by the fire alarm panel in a 4” PVC style pipe mounted on the wall next to the panel.
- For Fire Alarm system inspections, a “Record of Completion” will be provided on site to the field inspector after the inspection. In addition, for new systems - a copy of the monitoring and maintenance contracts will be provided to the field inspector on site. Lastly, a copy of the full set of fire alarm plans need to be left at the panel in a 4” PVC style pipe mounted on the wall next to the panel.