

Permit and Inspection Requirements for Existing Sprinkler System Repairs

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In order to maintain and service fire protection equipment it may be necessary to perform repairs requiring permits and inspections. Many of these repairs must be made immediately to prevent excessive downtime of the system. Where an emergency exists, work may commence prior to obtaining a fire protection permit; however, the owner or installing contractor must notify the Chief Building Official, Building Inspection Supervisor or the Building Investigation Team Supervisor immediately by telephone, electronic mail or fax (see Construction Industry Communication #31 for more information) and make application for a permit as soon as the department office is open for business. All work must be performed by a fire suppression company registered with the Department of Building and Zoning Services.

Fire protection alterations considered repair replacement work listed below will require a fire protection permit and inspection. All work appearing on this list will not require the submittal of plans but will require a detailed list of the repair with supporting documents. For fees, see the latest BZS Fee Schedule. Inspections requested after regular business hours are subject to the standard after-hour inspection fees. A failed inspection will require an additional inspection fee from each department as listed in the fee schedule.

- Replacement of any control valve
- Complete replacement of the riser check valves
- Complete replacement of the dry, deluge or PA valve
- Replacement of 20 or less sprinkler heads with dissimilar characteristics (different type of sprinkler head)
- Complete replacement of pressure reducing valve
- Complete replacement of backflow preventors
- Replacement of clean agent, gas, or foam concentrate. A signed document from a design professional identifying the type and weight of the extinguishing agent must be provided
- Fire hose valve replacement
- Replacement of fire department connection

An alteration to an electrical fire pump motor will only require an electrical permit from the Department of Building and Zoning Services.

An alteration to a diesel fire pump or alterations to underground pipe fittings outside the building will only require a fire protection permit issued by the Division of Fire located at 3675 Parsons Avenue, 43207. For emergency work requiring a permit and inspection with the Division of Fire, please call (614) 645-7641 Extension 7-5608.

Repair or maintenance work to a fire protection system not requiring a permit but performed by a fire suppression company registered with the Department of Building and Zoning Services are as follows:

- Drains or drain valves
- Gauges
- Air compressor
- One for one replacement of up to 20 sprinkler heads.
- 50 feet section of pipe or less being replaced without sprinklers on it
- Fire pump rebuild
- One for one electrical parts in fire pump controllers.
- Water gong not part of a fire alarm device
- Hanger assemblies
- Antifreeze solution replacement
- Speed drain installation
- Replace leaking dry pendent head
- Fire department connection cap replacement
- Clear drain blockage
- Replace leaking rack nipple
- Remove fire hose pin rack
- Replacement of fire pump controller (A registered electrical company shall obtain an electric permit and a registered fire suppression company shall meet the follow (2) conditions:
 1. Provide verification the replacement controller is UL listed and is compatible with the existing fire pump installation, and verify the system will be returned to normal operation upon completion (submit with electric permit application).
 2. Contact the Division of Fire for approval of an impairment plan and to obtain inspection of the completed installation.

An alteration involving a fire alarm device may require a fire alarm permit.

