



Fire Pump Construction Permit Submittal Information

Welcome to the Town of Florence, Arizona. The Community Development Department is dedicated to shaping the public policies that guide the growth and development of Florence. This is achieved by developing sound land use strategies, adhering to responsible zoning and development standards, ensuring buildings are safe for occupancy, preserving our cherished historic structures, and overseeing the well-being of local neighborhoods. In serving Florence residents, we are committed to providing excellent customer service through proactive, community-based planning, and supporting appointed and elected officials as we build a thriving, livable environment that embodies progress, prosperity, and a strong sense of community for all.

Please attach the following items to your submittal:

- Fire Pump permit application completed and signed by applicant.
- Fire Pump submittal check list completed and signed by applicant.
- Inspections: applicability rights and responsibilities form completed and signed by applicant.
- Fire Pump plans and data sheets.
- Owner Authorization Form signed by owner.

Permit Fees: \$300.00 (New) fee includes 1 plan review and 1 fire inspection.

\$200.00 (Fire Pump Modification) fee includes 1 plan review and 1 fire inspection.

The Permit Fee is due once the application has been processed.

Permit applications and plans shall be submitted electronically to tofpermits@florenceaz.gov

Payments. Payments can be made in person, over the phone, or by mail.
(Please note: A 3% transaction is charged for debit/credit card payments.)

Town of Florence – Community Development Department
224 W. 20th Street
Florence, Arizona 85132
(520)868-7500

Office Hours: Monday – Friday from 8:00 am to 5:00 pm

The Community Development Department will notify you electronically on the status of your application. For questions pertaining to the permitting process please call the office at (520) 868 – 7665.

1866



Fire Pump Submittal Checklist 2024

Please mark-off all required information you have provided with your submittal and return with application to TOFpermits@FlorenceAz.gov

Submitted documents, plans and data sheets shall include the following information:

- Plans shall be drawn to scale a minimum of 1/8" = 1'.
- Street address, location map and site map. Include the North point of compass.
- Owners' information.
- Identification of pump room and construction rating.
- Manufacturer's details, model number.
- Documentation that all components being installed are Listed.
- GPM rating.
- Head rating.
- RPMs.
- Pipe size, diameter and type.
- Documentation that pipe will withstand the testing requirement of 200 psi.
- OS&Y valve in suction pipe detail.
- Size of suction pipe and type.
- Check valve in pump discharge assembly.
- Eccentric taper reducer for suction detail.
- Vortex plate is provided when stored water is used.
- Pressure relief valve located between pump and pump discharge.
- Wiring detail.
- Floor drain detail.
- Pump room door directly to the outside.
- Jockey pump location and rating.
- Equipment list indicating quantities, manufacturer and model number of each part provided on the system.
- Material submittal and data sheet package including part numbers, listing and installation information for all equipment, devices and material being proposed.
- Name, address and ROC of installing contractor.
- Name and number of NICET certified designer.
- Engineers stamp.

Note: Fire Pump plans will only be accepted in Black and White, if color is required, prior approval from fire review staff is required before submittal.

Signature _____ Date _____
Applicant

1866



FIRE PUMP PERMIT APPLICATION

Project Address: _____

Contractor Information: _____

Applicant Name: _____

Applicant Email Address: _____

Applicant Phone Number: _____

Arizona Registrar of Contractors Number (ROC): _____

Company Name: _____

Company Address: _____

Company Phone Number: _____

Check the Applicable Box:

New Fire Pump Installations:

Number of new pumps being installed: _____

Does the system require testing and commissioning: Yes No

Modification to existing Fire Pumps:

Does the system require testing and commissioning: Yes No

Scope of Work Being Performed:

Signature _____ Date _____

Applicant

1866



INSPECTIONS: APPLICABILITY RIGHTS AND RESPONSIBILITIES

Project Site Address:

Purpose of inspection/Project scope of work:

(A.R.S. § 9-833 A) A municipal inspector or regulator who enters any premises of a regulated person for the purpose of conducting an inspection shall:

1. Present photo identification on entry of the premises.
2. State the purpose of the inspection and the legal authority for conducting the inspection.
3. Disclose any applicable inspection fees.
 - Except for a fire and life safety inspection of areas that are accessible to the general public or a food and swimming pool inspection, afford an opportunity to have an authorized on-site representative of the regulated person accompany the municipal inspector or regulator on the premises, except during confidential interviews.
4. Provide notice of the right to have:
 - Copies of any original documents taken by the municipality during the inspection if the municipality is permitted by law to take original documents.
 - A split or duplicate of any samples taken during the inspection if the split or duplicate of any samples, if appropriate, would not prohibit an analysis from being conducted or render an analysis inconclusive.
 - Copies of any analysis performed on samples taken during the inspection.
5. Inform each person whose conversation with the municipal inspector or regulator during the inspection that the conversation is being tape recorded.
6. Inform each person interviewed during the inspection that statements made by the person may be included in the inspection report.

By signing below, I have read and understand my rights as prescribed above.

Signature _____ Date _____

Applicant

1866



OWNER AUTHORIZATION FORM

Name: _____

Project Address: _____

Phone: _____ Email: _____

Title: _____

I/we, the undersigned, do hereby grant permission to: _____
(Name of Contractor)

to act on my/our behalf for work at site address: _____,

and for the purpose of obtaining a building permit.

Property Owner(s) Signatures

Printed Name (s): _____

Signature: _____

Date: _____

1866