



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

Permit Fees: \$300.00 (New Commercial System) fee includes 1 plan review and 2 inspections.

\$175.00 (Tenant Improvement) fee includes 1 plan review and 1 inspection.

\$250.00 (New Residential System) fee includes 1 plan review and 2 fire inspections.

\$250.00 (Monitoring System) 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.

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Fire Sprinkler 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
- At least one cross section of the building, more cross sections may be needed for clarity.
- Piping plan and reflected ceiling plan.
- Location of partitions, fire walls, and full height to structure walls.
- Designation and hazard classification of each area or room.
- Ceiling/roof heights and slopes not shown in the cross section.
- Location of exterior bell and notification device.
- Areas where no fire sprinklers are proposed, with applicable code reference.
- Make, type, model and nominal K-factor of fire sprinklers, including sprinkler identification number.
- Total area protected by each system on each riser per floor.
- Size and location of standpipes, risers, hose outlets and related equipment.
- Details of the riser and all components.
- Number of fire sprinklers on each riser per floor.
- Approximate capacity in gallons of each dry pipe system.
- Pipe type and schedule.
- Pipe size and length of each provided. If typical branch lines, size one.
- Size and location of riser nipples.
- Freeze Protection.
- Riser room detail, size, heating, cooling and lighting provided.
- Material submittal and data sheet package.
- Hydraulic calculations (if applicable), including underground piping and sizes, hydraulic reference points, elevations of fire sprinklers, junction points and supply.
- Owner's certificate from NFPA 13
- Information for the hydraulic data plate.
- Water supply design information including the date of test performed.
- Piping provisions for flushing.
- Setting for pressure reducing valves.
- Size, location and piping arrangements for fire department connections.

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Continued Fire Sprinkler Submittal Checklist 2024

- Edition year of NFPA 13 to which the fire sprinkler system has been designed.
- Name, address and ROC of installing contractor.
- Name and number of NICET certified designer.
- Engineers stamp.

Underground Fire Line Requires A Separate Permit.

Note: Fire Sprinkler 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

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FIRE SPRINKLER PERMIT APPLICATION

Check the Applicable Box:

New Fire Sprinkler Installations:

Square Footage of work area/building: _____

Number of Stories of Building: _____

Fire Sprinkler System Modification/Tenant Improvement:

Number of heads modified/added: _____

Which type of Fire Sprinkler system will you be installing: NFPA 13 NFPA 13R NFPA 13D

Does the system include standpipes: Yes No

Does the system include In-Rack fire sprinklers: Yes No

Project Address: _____

Contractor Information: _____

Applicant Name: _____

Applicant Email Address: _____

Applicant Phone Number: _____

Arizona Registrar of Contractors Number (ROC): _____

Town Business License: _____

Company Name: _____

Company Address: _____

Company Phone Number: _____

Scope of Work Being Performed:

Signature _____

Applicant

Date _____

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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

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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: _____

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