



This form is to be fully completed and approved by the City of Richmond prior to any sprinkler/standpipe work.

Project Information

Date: \_\_\_\_\_

Project Address\*: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Type of Work\*: (Check one)  New  Alteration  Head Replacement Only

Building Use\*: (Check one)  Single Family Residential  Multi-Family Residential  Commercial
 Industrial  Assembly  Other: \_\_\_\_\_

Contractor Information

Business Name\*: \_\_\_\_\_ Business Tel.\*: \_\_\_\_\_

Business Email\*: \_\_\_\_\_ Business Licence/IMBL No.\*: \_\_\_\_\_

Trades Qualification (TQ) No.\*: \_\_\_\_\_ TQ Holder Name\*: \_\_\_\_\_

TQ Holder Email\*: \_\_\_\_\_ TQ Holder Tel.\*: \_\_\_\_\_

Site Access Contact (SAC) Information

SAC Name\*: \_\_\_\_\_ SAC Tel.\*: \_\_\_\_\_

SAC Email\*: \_\_\_\_\_

Owner Information

Owner Name\*: \_\_\_\_\_ Owner Tel.\*: \_\_\_\_\_

Project Details

Table with 2 columns: Qty, Fixtures. Rows include New Sprinkler Heads, Relocated Sprinkler Heads, Hose Outlets, Hose Cabinets.

Table with 2 columns: Qty, Fixtures. Rows include Fire Department Connection, Fire Hydrant, Standpipe Risers, Underground Firemain.

Table with 1 column: Additional Information. Includes fields for Size and Length.

Backflow Preventer to be Installed?\*:  Yes  No

\*Required fields

Fees will be calculated at permit intake according to the quantity of fixtures and services identified on the first page. For the breakdown of fees, please refer to the City of Richmond's Consolidated Fees Bylaw 8636.

By granting this permit, the City of Richmond assumes no responsibility whatsoever for opening roads and lanes or providing water or any other service for or in connection with the property concerned. Where a professional engineer or architect, registered as such under provincial legislation, has certified that the plans comply with the current BC Building Code and any other applicable enactment, it should be expressly understood that the City has relied on such certification in issuing this permit and is not liable, directly or vicariously, for any damage, loss or expense caused or contributed to by an error, omission or other neglect in relation to its approval of the plans submitted.

Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_

By signing I am acknowledging the above waiver

For Office Use Only table with columns: Permit No., Fee: \$

## Sprinkler/Standpipe Permit Application Checklist

Submission format is to be consistent. Electronic submissions must follow the [file naming convention](#).

**Application Form:** All fields must be completed and accurate. Fixtures project details must be completed.

**Strata Letter:** Required if the property is a part of a strata.

**Sprinkler Drawings**

*For minor alterations consisting of not more than 12 relocated sprinklers and/or not more than 4 new sprinklers:*

A plan sketch with relevant details of the sprinkler system and essential details of the building in which it will be installed. All new, relocated, and existing sprinkler heads within the project area must be shown.

*For all other sprinkler applications:*

All sprinkler system components shown with pipe sizes and dimensions.

Make, model, type, K-factor, and temperature rating of sprinkler heads.

Hydraulic calculations where applicable.

Drawings and calculations must be signed and sealed by a Registered Professional.

Where the project involves any sprinkler-based alternative solutions, the documents must be reviewed and stamped by the Registered Professional who prepared the alternative solutions.

**Sprinkler Head Replacement Only**

Submit a signed and sealed letter by a Registered Professional detailing the changes in sprinklers. Letter must include the make, model, type, K-factor, and temperature rating for both existing and replacement sprinklers, and confirm that the changes in sprinklers will not affect the performance of the existing system.

A plan sketch identifying the sprinkler heads to be replaced.

**Letters of Assurance** *Required if project has Registered Professional involvement.*

**Schedule B:** Assurance of Professional Design and Commitment for Field Review.

**Schedule E:** Confirmation of Insurance Coverage by Registered Professional and Copy of Valid Certificate of Insurance.

**Schedule F:** Owner's Undertaking