



Automatic Fire Sprinkler Permits

No.: PERMITS-10

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This bulletin is to inform builders and contractors of the City's application and inspection requirements for automatic fire sprinkler permits for new constructions and tenant improvements.

General Requirements:

Effective June 1, 2023, for all fire sprinkler permit applications, the following requirements apply in each of the individual or combined four (4) scenarios below:

I. Installation of more than 4 new sprinkler heads and/or relocation of more than 12 existing sprinkler heads

- Three sets of Professional Engineer signed and sealed drawings (hydraulic calculations may be required).
- One set of Letters of Assurance, [Schedule B](#), [Schedule E](#), and [Schedule F](#) from Registered Professional.
- Sprinkler permit fee and [application form](#) (completed and signed by installer).

Note: To account for daily and seasonal fluctuations in the City water supply, all hydraulic calculations shall have a minimum 10% safety margin but not less than 10 psi between the sprinkler system demand and the water supply.

Contractors Test Certificate and Schedules "C-B" and "E" from Registered Professional are required for final inspection.

II. Installation of 4 or fewer new sprinkler heads and/or relocation of 12 or fewer existing sprinkler heads

- 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.
- Sprinkler permit fee and [application form](#) (completed and signed by installer).

Note: The above is only applicable where the existing sprinkler heads are not used as an alternative to a required life safety system proposed in an alternative solution report prepared by a Fire Protection Consultant.

Letter from Sprinkler Contractor verifying compliance to NFPA 13 is required for inspection approval.

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III. Replacement of sprinkler heads only

- A signed and sealed letter by a Professional Engineer 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.
- Sprinkler permit fee and application form (completed and signed by installer).

IV. Addition of a new backflow preventer to an existing sprinkler system

- A signed and sealed letter by a Professional Engineer to confirm and demonstrate that the increased head loss due to a new backflow preventer does not adversely impact the system, along with any hydraulic calculations if necessary.
- A plan sketch identifying location of the sprinkler valve room and new backflow preventer.
- Plumbing permit fee and application form for new backflow device (completed and signed by installer).

References:

- [Backflow Assembly Test Report PG-5](#)
- [Electronic Building Permit Application – Quick Start Guide](#)

Should you have any questions, comments, or suggestions concerning this bulletin, please reference the Bulletin Number and email building@richmond.ca or call the Building Approvals General Inquiries line at 604-276-4118.