



FIRE SPRINKLER PERMIT PLANS SUBMITTAL
INFORMATION BULLETIN NO. 125 (Revised 01/02/2003)
 DEPARTMENT OF CODES ADMINISTRATION (DCA)
 CITY OF KANSAS CITY, MISSOURI <http://www.kcmo.org/codes/>

APPLICANT, PLEASE COMPLETE ALL OF THE FOLLOWING INFORMATION (PLEASE PRINT):
 (Note: The City of Kansas City, Missouri does not regulate or review County, State or Federally owned projects.)

- 1) Project Name: _____
- 2) Project Address: _____
- 3) Scope of Work (New System, Modifications to Existing System, Partially Sprinklered Building, etc.):

- 4) Number of Submitted Plans: ____ Specs: ____ Hydraulic Cales: ____

Additional information submitted: _____

PLEASE PROVIDE MAILING ADDRESS WHERE PLANS REVIEW COMMENTS ARE TO BE SENT:

- 5) Applicant's Company Name: _____
 Contact Person: _____ Position: _____
 Address: _____
 City, St., and Zip: _____
 Phone Number: _____ FAX Number: _____

- 6) Construction Valuation: \$ _____

IF THE PROJECT CONTAINS SEPARATE BUILDINGS, PERMIT FEES SHALL BE CALCULATED SEPARATELY FOR EACH BUILDING. A PLANS REVIEW FEE OF 1/2 THE BUILDING PERMIT FEE IS REQUIRED WHEN THE TOTAL VALUATION OF THE PROPOSED PROJECT EXCEEDS \$100,000.00.

ALL PLANS, SPECIFICATIONS, AND HYDRAULIC CALCULATIONS SHALL BEAR THE NON-PHOTOCOPIED SEAL OF AN ARCHITECT/ENGINEER REGISTERED IN THE STATE OF MISSOURI OR THE NAME, CERTIFICATION NUMBER AND LEVEL OF AN INDIVIDUAL CERTIFIED BY THE NATIONAL INSTITUTE FOR CERTIFICATION IN ENGINEERING TECHNOLOGIES (NICET) AS A LEVEL III OR HIGHER CERTIFIED ENGINEERING TECHNICIAN. RESUBMITTAL PLANS REVIEW FEES OF ONE-EIGHTH OF THE TOTAL PERMIT FEE, MAXIMUM \$235.00, SHALL BE DUE WHEN PREVIOUSLY IDENTIFIED DEFICIENCIES REMAIN UNCORRECTED ON SUBSEQUENT SUBMITTALS. WHEN ITEMS CERTIFIED ON THE CHECKLIST AS BEING PROVIDED ARE OMITTED A FEE OF \$60.00 SHALL BE DUE.

Department Use Only:		
Control Number: _____	Total Permit Fee: \$ _____	Checked By: _____
QCR Submittal Date: _____	Plan Check Fee: \$ _____	Zoning: _____
Log-in Date: _____	Permit Fee Due: \$ _____	_____
FD <input type="checkbox"/>	FP <input type="checkbox"/>	

CHECKLIST FOR FIRE SPRINKLER PERMIT PLANS SUBMITTAL

Introduction: The following Checklist is furnished for the purpose of expediting the City review of plans and specifications submitted for fire sprinkler permits issued by the Department of Codes Administration (DCA). The Checklist is not required for plans reviewed in DCA's Express Plans Review process. The Checklist does not constitute a complete list of all items that may be required for approval during the plans review process prior to permit issuance. The owner or owner's representative is responsible for compliance with the requirements of the Code of Ordinances of Kansas City, Missouri.

Please be advised that the estimated plans review turnaround times stated reflect the time required to complete a first review or a resubmittal review and does not indicate the time required for approval of the plans. Approval of the plans depends upon the accuracy and completeness of the submitted plans by the owner's design professional. The applicant is further advised that additional permits may be required from other City departments outside of this plans review submittal.

Fast-Track Sprinkler Permits: In order to allow fire sprinkler work to begin as soon as possible, DCA offers the Fast-Track Sprinkler Permit, which allows the fire sprinkler contractor to begin work prior to submittal of fire sprinkler plans for plans review. To obtain a Fast-Track Sprinkler Permit, submit a completed Fast-Track Sprinkler Permit Application signed by both the fire sprinkler contractor and the general contractor (see [Information Bulletin No. 116](#) for required information). This permit is also available by fax through the Fax Permit Process (see [Information Bulletin No. 109](#) for required information). Both of these bulletins are available on the above referenced City Internet web page. The following Checklist is not required to obtain a Fast-Track Sprinkler Permit.

Permit and Licensing Requirements: Fire protection permits shall be issued to the Fire Protection Contractor performing the work. Such contractor shall be licensed as a [Fire Protection Contractor](#) Class I, II, or III depending on the scope of the work. See Chapter 18, Kansas City Building & Rehabilitation Code, for permit and licensing regulations.

Required plans and submittal location: A completed Checklist and a minimum of three (3) fire sprinkler drawing sets, two (2) copies of specifications and one (1) copy of hydraulic design calculations shall be submitted to the following location:

Department of Codes Administration
Attn: Sy Noorbakhsh, C.B.O.
Supervisor of Plans Management
Permits Division, Plans Management Branch
324 E. 11th Street, 2nd Floor
Kansas City, Missouri 64106

Telephone: (816) 513-1500 Option 4
Fax: (816) 513-1484

Resubmittal of Plans: Resubmittal of plans in response to plans review comments of City departments must be made through DCA to ensure that the approved fire sprinkler permit plans comply with the requirements of City departments involved in the plans review process. Resubmittals will not be accepted without a letter that identifies the project name, address and control number, and keys your responses to the specific plans review comments of the City departments. When revised plans are required with a submittal, please provide a minimum of 3 sets. You are encouraged to contact the plans examiners from those City departments involved in order to clarify the requirements of their review, however, no approvals will be given without resubmitting plans or required information through DCA for incorporation into the approved fire sprinkler permit plans.

DCA Quality Control Review: DCA associates will conduct Quality Control Review (QCR) of the submittal package based on the following Checklist, prior to acceptance of the plans for review. The applicant will be informed immediately if the plans are incomplete and will be informed of the minimum information required to allow the plans to be accepted for review. Plans will be accepted for review only when the following items are included with the plans. Additional items may be referenced during QCR:

1. Applicable plans review fee, a plans review fee of 1/2 the fire sprinkler permit fee is required when the total valuation of the proposed project exceeds \$100,000.00.
2. Minimum number of required drawing sets, specifications, and hydraulic calculations.
3. Completed and certified Checklist signed by the owner's fire protection design professional of record.

DCA will route the plans to the applicable City departments for review and forward departments' comments to the applicant as they become available. Upon approval from all City departments involved, DCA will contact the applicant to make the applicant aware of the availability of fire sprinkler permits.

QCR may determine that the project is eligible for Express Plans Review, see [Information Bulletin No. 115](#) for complete details.

Stamping of additional sets of plans: One set of plans shall be provided to the applicant upon permit issuance. Stamping of additional sets of plans at the applicant's request shall be assessed a fee of \$19.00 per hour with a minimum fee of \$14.00.

KivaNet – once you have submitted your applications for development permit plans review, the status can be monitored online through KivaNet at <http://www.kcmo.org/codes>.

Checklist for Fire Sprinkler Permit Plans Submittal: The following information lists the basic plans submittal requirements for applicable City departments to complete their plans review. Mark “REQ” when the item is required and included in your submittal; mark “N/A” when the item is not applicable to your project.

DEPARTMENT OF CODES ADMINISTRATION:

Plans Review Division

Gary Marker, R.A., Division Manager of Plans Review
2nd Floor, 324 E. 11th Street, Kansas City, MO 64106

(816) 513-1500 Option 5
FAX 513-1485

Description of projects for which review is required: Fire protection systems for new and existing buildings.

Applicable Codes, Standards, and Ordinances:

Kansas City Building & Rehabilitation Code, Chapter 18, Code of Ordinances

The following model codes are adopted as amended by the Kansas City Building & Rehabilitation Code:

International Building Code, 2000 Edition

Uniform Code for Building Conservation, 1997 Edition

Uniform Fire Code, 1997 Edition

National Fire Protection Association Standards as follows:

NFPA 13 Standard for the Installation of Sprinkler Systems, 1996 Edition

NFPA 14 Standard for the Installation of Standpipe Systems, 1996 Edition

NFPA 13R Standard for the Installation of Sprinkler Systems in Residential Occupancies Up to Four Stories in Height, 1996 Edition

NFPA 20 Standard for the Installation of Fire Pumps, latest edition

Estimated Plans Review Turnaround Time: 90% of fire sprinkler plans and resubmittals reviewed in 2 weeks or less.

Required information on plans:

1. General:			
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	a.	Code Modification Requests (CMR) and Design Appeals-If design is based on an approved CMR or decision of the Building and Fire Codes Board of Appeals list those CMR's approved or appeals granted.
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	b.	Preliminary Code Review Design Meeting correspondence. Include a copy of the approved correspondence regarding any Preliminary Code Review Design Meetings applicable to this project
2. Automatic Sprinkler System and Fire Suppression System:			
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	a.	Show the NFPA standard(s) and edition of the standard(s) utilized in design of the fire sprinkler system.
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	b.	Show reference information of “work by others” including, but not limited to, fire service line.
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	c.	Provide reference information to building permit application project control number and/or building permit number
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	d.	Show occupancy/hazard classification and design density information.
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	e.	Show description of use for all portions of the building included in this application.
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	f.	List the construction type of the building, i.e., obstructed/unobstructed construction. Indicate if there are unsprinklered, concealed combustible spaces.
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	g.	Indicate whether sprinkler system design is pipe schedule, hydraulically designed, or special design.
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	h.	Show all applicable design information as specified in Chapter 6, NFPA-13.
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	i.	Show full height cross-section or details as necessary to reflect sprinkler locations in relation to

- obstructions for all atypical conditions.
- REQ N/A j. Indicate type of sprinkler system: wet pipe system, dry pipe system, etc.
- REQ N/A k. Provide hydraulic design calculations for new systems or for modifications to an existing system which affects the hydraulically most remote area of the system.
- REQ N/A l. Indicate couplings, clearance, and sway bracing for protection of sprinkler system against seismic forces.
- REQ N/A m. Provide fire stop assembly design number (UL or other approved assembly) and complete construction details for sprinkler system piping penetrations of fire resistive assemblies.
- REQ N/A n. Indicate electrical supervision or other approved method of supervision of valves controlling the water supply for automatic fire sprinkler systems.
- REQ N/A o. Show the use of special sprinklers, such as extended coverage or ESFR sprinklers, or special conditions, such as the use of a water curtain, as applicable. Show the method of protection as required for nonmetallic piping, as applicable.
- REQ N/A p. Provide listing information for special piping and sprinklers, as applicable.
- REQ N/A q. Show water supply flow test data, including, but not limited to, flow location, static and residual pressures in PSI, flow in GPM, date of test, name of party who conducted test or supplied information.
- REQ N/A r. For storage and/or warehouse occupancies provide information regarding commodity, commodity classification, encapsulated (method of packaging), height of storage, storage arrangement (i.e., aisles, piles, on pallets, racks, arrays, etc.), in-rack sprinklers, as applicable, and small hose stations.
- REQ N/A s. For new buildings or building additions six or more stories in height, note that standpipes shall be provided during construction in accordance with the building code.
- REQ N/A t. Show the materials, listing information, and installation specifications for the piping, fittings, and hangers.

DEPARTMENT OF FIRE:

Fire Marshal's Division

James Duddy, Assistant Chief Fire Marshal
635 Woodland Avenue, Kansas City, MO 64106

(816) 784-9110
FAX 784-9130

Description of projects for which review is required: Fire suppression systems are reviewed for reference only.

Applicable Codes and Ordinances:

Fire Prevention and Protection, Chapter 26, Code of Ordinances

Uniform Fire Code, 1997 edition as adopted by Chapter 26, Fire Prevention and Protection, Code of Ordinances

NFPA Standards 12, 12A, 16, 16A, 17, 17A, 22, 24 and 72, latest editions

Estimated Plans Review Turnaround Time: 90% of submittals reviewed in 2 weeks or less.

Required information on plans:

- | | | | |
|------------------------------|------------------------------|----|---|
| 3. General: | | | |
| REQ <input type="checkbox"/> | N/A <input type="checkbox"/> | a. | Location of Fire Department connections at building. |
| REQ <input type="checkbox"/> | N/A <input type="checkbox"/> | b. | Standpipe and hose cabinet locations within the building. |
| REQ <input type="checkbox"/> | N/A <input type="checkbox"/> | c. | Show main drain test connections to permit flow tests of water supplies and connections. |
| REQ <input type="checkbox"/> | N/A <input type="checkbox"/> | d. | Show Class I standpipe outlet connection on each side of the wall adjacent to the exit opening of a horizontal exit, as applicable. |
| REQ <input type="checkbox"/> | N/A <input type="checkbox"/> | e. | Show location and type of all valves controlling the water supply. |
| REQ <input type="checkbox"/> | N/A <input type="checkbox"/> | f. | Note on the plans the specifications for fire pumps, including rated capacity in GPM and rated net pressure in PSI. |

Related permits issued: See Uniform Fire Code, 1997 edition.

<p>I hereby certify that I am the owner's fire protection design professional of record and that I have completed the above Checklist to identify the requirements for the specific project being submitted for plans review in order to expedite the QCR process. This submittal is complete for review of the scope of work as described herein and I further understand that omission of required information may result in delays in the plans review approval process.</p>
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Certified by: _____ **DATE:** _____
Print name: _____