

# HATFIELD TOWNSHIP

## **FIRE PROTECTION SYSTEMS PERMIT APPLICATION PROCEDURES**

*A fire protection systems permit is required for all new installations, modifications, alterations and repairs to fire suppression, fire detection and fire alarm systems, equipment and devices. Separate applications are required for each building / tenant space. (SEE ATTACHED REQUIREMENTS)*

**PART I** – Location of Property – Complete address including city, state and zip code must be provided on all applications.

**PARTS II thru X** – Complete every section.

**PART XI - Plot Plan** – Provide scaled plan of entire property. Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from buildings to property lines on all sides. Show water supply size and fire department connection location. **The property owner is responsible for the accuracy of this plot plan.**

**PART XII** – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers for property owner/resident and contractor. Contractors making application must be registered with Hatfield Township annually.

### ADDITIONAL INFORMATION

**FEES** – Permit fees must be submitted with the permit application. If paying by check, please make check payable to "Hatfield Township".

**REVIEW** – The application plans will be reviewed by the Fire Marshals Office for compliance with the codes of Hatfield Township and the Pennsylvania Uniform Construction Code.

**PERMIT GRANTED** – **If approved, the permit will be processed and issued within thirty (30) business days. Work may not start until a permit has been approved and granted.** The permit cards are to be displayed so as to be visible from the street.

**PLUMBING, ELECTRICAL, HVAC and FIRE PROTECTION** – All plumbing, electrical, heating & air conditioning and fire protection contractors and/or their personnel must be registered and provide a Certificate of Insurance verifying Worker's Compensation coverage, and Federal or State Employer Identification Number (EIN). In addition, each contractor must obtain the appropriate permits for the work to be done. All electrical work must be inspected by United Inspection Agency.

**INSPECTIONS** – Call the Township office (215-855-0900) at least 24 hours in advance to schedule each inspection. **Voice mail requests for inspections will not be accepted.** Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, they will not be done and un-inspected work will not be granted final approval. ***If an inspection fails twice for the same code violation, a reinspection fee will be required prior to a third inspection.***

**NOTES:** All Subdivision and Land Development approvals must be complete before submitting fire protection systems permit applications.



# Safety and Code Enforcement Department

## Fire Alarm System Permit Application Submittal Requirements

The Fire Protection System Permit Application submission shall be in accordance with these requirements. The Fire Protection System Permit Application submittal, design, and installation shall be in compliance with manufacture's requirements, the Pennsylvania Uniform Construction Code and NFPA 72. The following drawings, information and details must be submitted for review to [firepermits@hatfield.org](mailto:firepermits@hatfield.org)

### **The electronic (.PDF) permit application submittal must include:**

- A fully completed and signed Fire Protection System Permit application.
- The permit fee by cash or check. (Hand delivered, USPS, or equivalent).
- A copy of the shop drawings with title block, drawn to scale or with all dimensions indicated, and signed and sealed by a NICET Level III or higher fire alarm system designer.
- The use of all rooms and areas shall be indicated on the drawings.
- A copy of the riser diagram, devise legend, input-output matrix, and battery and voltage drop calculations.
- A copy of the manufacture's cut sheets for all fire alarm system devices, equipment and materials.
- Completed electrical permit application to cover inspection of low voltage wiring.

### **Final fire alarm system installation approval and permit closure:**

- Completion and approval of all required field inspections and acceptance testing.
- Submission of a fully completed and signed Record of Completion in.PDF.
- Submission of as-built shop drawings in .PDF.



# Safety and Code Enforcement Department

## Stationary Fire Pump Permit Application Submittal Requirements

The Fire Protection System Permit Application submission shall be in accordance with these requirements. The Fire Protection System Permit Application submittal, design, and installation shall be in compliance with manufacture's requirements, the Pennsylvania Uniform Construction Code and NFPA 20. The following drawings, information and details must be submitted for review to [firepermits@hatfield.org](mailto:firepermits@hatfield.org)

### **The electronic (.PDF) permit application submittal must include:**

- A fully completed and signed Fire Protection System Permit application.
- The permit fee by cash or check. (Hand delivered, USPS, or equivalent).
- A copy of the shop drawings, drawn to scale or with all dimensions indicated, and signed and sealed by a Design Professional registered in Pennsylvania.
- The drawings shall indicate all required construction design features of the fire pump room.
- The drawings shall include all details for the pump, driver, controller, power supply, fittings, connections, valves and hydraulic calculations to be signed and sealed by a Design Professional registered in Pennsylvania.
- A copy of manufacture's cut sheets for all fire pump devices, equipment and materials.
- A copy of the fire pump certified shop test curves.
- A copy of all details and specifications for the diesel engine and fuel supply if so equipped.
- Current (within 6 months of the permit application date) municipal water supply flow test from North Penn Water Authority (for all projects with hydraulic calculations).
- Completed electrical permit application to cover inspection of all wiring.

### **Final fire pump installation approval and permit closure:**

- Completion and approval of all required field inspections and acceptance testing.
- Submission of a fully completed and signed Contractor's Material and Test Certificate for Fire Pump Systems in .PDF.
- Submission of a fully completed and signed Centrifugal Fire Pump Acceptance Test Form in .PDF.
- Submission of as-built shop drawings in .PDF.



# Safety and Code Enforcement Department

## Standpipe & Hose Systems Permit Application Submittal Requirements

The Fire Protection System Permit Application submission shall be in accordance with these requirements. The Fire Protection System Permit Application submittal, design, and installation shall be in compliance with manufacture's requirements, the Pennsylvania Uniform Construction Code, the International Fire Code, and NFPA 14. The following drawings, information and details must be submitted for review to [firepermits@hatfield.org](mailto:firepermits@hatfield.org)

### **The electronic (.PDF) permit application submittal must include:**

- A fully completed and signed Fire Protection System Permit application.
- The permit fee by cash or check. (Hand delivered, USPS, or equivalent).
- A copy of the shop drawings, with title block, drawn to scale or with all dimensions indicated, and signed and sealed by a NICET Level III or higher fire sprinkler system designer;
- The drawings shall include plan and elevation views including details on all piping, pipe restraint, valves and fittings.
- A copy of the manufacture's cut sheets for all piping, devices, valves, equipment and materials.

### **Final standpipe and hose system installation approval and permit closure:**

- Completion and approval of all required field inspections and acceptance testing.
- Submission of a fully completed and signed Contractor's Material and Test Certificate for Aboveground Piping in .PDF.
- Submission of as-built shop drawings in .PDF.



## Safety and Code Enforcement Department

### Underground Fire Service Main, Meter Vault & Fire Hydrant Permit Application Submittal Requirements

The Fire Protection System Permit Application submission shall be in accordance with these requirements. The Fire Protection System Permit Application submittal, design, and installation shall be in compliance with manufacture's requirements, North Penn Water Authority, the Pennsylvania Uniform Construction Code, the International Fire Code, NFPA 13 and NFPA 24. The following drawings, information and details must be submitted for review to [firepermits@hatfield.org](mailto:firepermits@hatfield.org)

**The electronic (.PDF) permit application submittal must include:**

- A fully completed and signed Fire Protection System Permit application.
- The permit fee by cash or check. (Hand delivered, USPS, or equivalent).
- A copy of the civil / site utility drawings, drawn to scale or with all dimensions indicated.
- The drawings shall include plan and elevation views including details on all fire hydrants, piping, pipe bedding and backfill, joint restraint, thrust blocks, valves and meter vaults.
- A copy of manufacture's cut sheets for all piping, devices, equipment and materials.

**Final underground fire service main & fire hydrant installation approval and permit closure:**

- Completion and approval of all required field inspections and acceptance testing.
- Submission of a fully completed and signed Contractor's Material and Test Certificate for Underground Piping in .PDF.
- Submission of as-built drawings in .PDF.

### **SPECIAL NOTE**

**Any sprinkler control valves located within a meter vault shall be electronically supervised in accordance with the International Building and Fire Codes. Please plan accordingly to provide low voltage wiring to the meter vault or another means of tamper signal transmission.**



# Safety and Code Enforcement Department

## Clean Agent Fire Suppression System Permit Application Submittal Requirements

The Fire Protection System Permit Application submission shall be in accordance with these requirements. Fire Protection System Permit Application submittal, design, and installation shall be in compliance with manufacture's requirements, the Pennsylvania Uniform Construction Code and NFPA 2001. The following drawings, information and details must be submitted for review to [firepermits@hatfield.org](mailto:firepermits@hatfield.org)

### **The electronic (.PDF) permit application submittal must include:**

- A fully completed and signed Fire Protection System Permit application.
- The permit fee by cash or check. (Hand delivered, USPS, or equivalent).
- A copy of the shop drawings, drawn to scale or with all dimensions indicated, and signed and sealed by a NICET Level III or higher special hazards system designer.
- The drawings shall include a full description including hazard being protected, agent tanks, piping, nozzles and operating devices, initiating and notification devices, etc.
- A copy of the manufacture's cut sheets / equipment data sheets for all suppression system devices, equipment and materials.

### **Final clean agent suppression system approval and permit closure:**

- Completion and approval of all required field inspections and acceptance testing, including an enclosure integrity test.
- Submission of a fully completed and signed Contractor's Installation / Test Certificate in .PDF.
- Submission of as-built shop drawings in .PDF.



# Safety and Code Enforcement Department

## Commercial Cooking Hood Fire Suppression System Permit Application Submittal Requirements

The Fire Protection System Permit Application submission shall be in accordance with these requirements. The Fire Protection System Permit Application submittal, design, and installation shall be in compliance with manufacture's requirements, the Pennsylvania Uniform Construction Code, NFPA 17A and NFPA 96. The following drawings, information and details must be submitted for review to [firepermits@hatfield.org](mailto:firepermits@hatfield.org)

### **The electronic (.PDF) permit application submittal must include:**

- A fully completed and signed Fire Protection System Permit application.
- The permit fee by cash or check. (Hand delivered, USPS, or equivalent).
- A copy of the shop drawings, with title block, drawn to scale or with all dimensions indicated, and signed and sealed by a NICET Level III or higher special hazards system designer.
- Drawings shall include a full description, details and location of the specific cooking appliances, description and details for the exhaust hood, ducts, agent tanks, piping, nozzles and operating devices. Individual nozzle and total system flow points shall be indicated.
- A complete copy of the most recent suppression system manufacture's design and installation manual.

### **Final commercial cooking hood suppression system approval and permit closure:**

- Completion and approval of all required field inspections and acceptance testing (balloon test).
- Submission of a fully completed and signed Contractor's Installation / Test Certificate in .PDF.
- Submission of as-built shop drawings in .PDF.



# Safety and Code Enforcement Department

## Fire Sprinkler System Permit Application Submittal Requirements

The Fire Protection System Permit Application submission shall be in accordance with these requirements. The Fire Protection System Permit Application submittal, design, and installation shall be in compliance with manufacture's requirements, the Pennsylvania Uniform Construction Code and NFPA 13. The following drawings, information and details must be submitted for review to [firepermits@hatfield.org](mailto:firepermits@hatfield.org)

### **The electronic (.PDF) permit application submittal must include:**

- A fully completed and signed Fire Protection System Permit application.
- The permit fee by cash or check. (Hand delivered, USPS, or equivalent).
- A copy of the shop drawings, with title block, drawn to scale or with all dimensions indicated, and signed and sealed by a Design Professional registered in Pennsylvania.
- The use of all rooms and areas shall be indicated on the drawings.
- A copy of the hydraulic calculations, signed and sealed by a Design Professional registered in Pennsylvania. **A minimum 5 psi or 5% safety factor, whichever is greater shall be provided.**
- A copy of the manufacture's cut sheets for all sprinkler system devices, equipment and materials.
- A copy of the fully completed and signed Owner's Certificate.
- A copy of a current (within 6 months of the permit application date) municipal water supply flow test from North Penn Water Authority (for all projects with hydraulic calculations).

### **Final sprinkler system installation approval and permit closure:**

- Completion and approval of all required field inspections and acceptance testing.
- Submission of a fully completed and signed Contractor's Material and Test Certificate for Aboveground Piping in .PDF.
- Submission of as-built shop drawings in .PDF.
- Submission of as-built hydraulic calculations in .PDF.

# HATFIELD TOWNSHIP

## Fire Protection Systems Permit Application

### I - LOCATION OF PROPERTY

Address: \_\_\_\_\_ Suite #: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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### II - OWNERSHIP

Private  Public  Tenant Tenant Name: \_\_\_\_\_

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### III - IDENTIFICATION – To be completed by all applicants

APPLICANT Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

OWNER Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

CONTRACTOR Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

DESIGN Name: \_\_\_\_\_ Phone: \_\_\_\_\_

PROFESSIONAL Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Design Professional:  NICET Level III/IV  Professional Engineer

Certification No. \_\_\_\_\_

**IV - SYSTEM / EQUIPMENT TYPE**

- Auto Sprinkler                       NFPA 13    NFPA 13R    NFPA 13D    # of Heads
- Clean Agent                              Type: \_\_\_\_\_
- Commercial Hood                       Wet Chemical    Sprinkler   Other: \_\_\_\_\_
- Fire Alarm                                 Number of Devices    Heat Cable \_\_\_\_\_ Linear feet
- Fire Pump                                 GPM: \_\_\_\_\_
- Standpipe                                  Wet    Dry   # of hose outlets: \_\_\_\_\_
- Underground Fire Main                Linier Feet: \_\_\_\_\_ Pipe Diameter \_\_\_\_\_
- Private Fire Hydrant                 # of hydrants: \_\_\_\_\_ **National Standard Thread is required.**
- Other \_\_\_\_\_

- New System / Equipment    Alteration/Renovation    Repair or Replacement    Tenant Fit-out

Description \_\_\_\_\_  
 \_\_\_\_\_

**V – OCCUPANCY TYPE**

- Business/Medical Office    Mercantile/Store    Restaurant/Bar    Church/School    Institutional
- Industrial/Factory    Service Station/Repair Garage    Storage    Residential
- Other \_\_\_\_\_

Description \_\_\_\_\_  
 \_\_\_\_\_

**VI – CONSTRUCTION TYPE**

- Non-Combustible    Non-Combustible/Combustible    Combustible
- Masonry (bearing walls)    Steel Frame    Reinforced Concrete    Wood Frame
- Truss Construction    Steel    Wood    Floor/Ceiling    Roof

Description \_\_\_\_\_  
 \_\_\_\_\_

**VII – TYPE OF WATER SUPPLY**

- Private (well)                       Public    If public, size of underground water main: \_\_\_\_\_

\_\_\_\_\_

**VIII – BUILDING DIMENSIONS**

Number of stories: \_\_\_\_\_ Square Feet-Building: \_\_\_\_\_ Square Feet-Work Area: \_\_\_\_\_

Square Feet-Basement: \_\_\_\_\_ 1<sup>st</sup> Floor: \_\_\_\_\_ 2<sup>nd</sup> Floor: \_\_\_\_\_ 3<sup>rd</sup> Floor: \_\_\_\_\_

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**IX – COST**

Cost of Construction Improvements \$ \_\_\_\_\_

Total Cost of Project \$ \_\_\_\_\_

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**X – FEE** (see Fee Schedule)

PERMIT FEE: \$ \_\_\_\_\_

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**XI - SITE OR PLOT PLAN** - Please attach plot plan details. Details of water supply and connections.

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**XII - SIGNATURE**

*Deposit of check representing the fee for this application does not constitute approval of or granting of same by Hatfield Township. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Hatfield Township.*

**SIGNATURE OF APPLICANT**

**DATE**

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**NOTE: An Electrical Permit Application is also required when submitting a Fire Protection Permit Application for fire alarm systems.**

## SCHEDULE OF FEES

### Fire Protection Permit Fees:

#### Construction

##### **Residential – 1 & 2 Family Dwellings (NFPA 13D Sprinkler System)**

- Sprinkler System - New (Each Dwelling) \$310.00
- Sprinkler System – Modifications, Repairs, etc. (Each Dwelling) \$60.00
- Fire Alarm System – New (Each Dwelling) \$110.00
- Fire Alarm System - Modifications, Repairs, etc. (Each Dwelling) \$60.00

##### **Residential - Multi-Family / Hotel / Motel (NFPA 13R Sprinkler System)**

##### **Non-Residential (NFPA 13 Sprinkler System)**

- **Sprinkler System - New**
  - Base Fee \$510.00
  - Each Sprinkler Head \$5.00
- **Sprinkler System – Existing System Modifications, Repairs, etc.**
  - Base Fee 1-10 New/Relocated Sprinkler Heads \$60.00
  - Base Fee 11-19 New/Relocated Sprinkler Heads \$100.00
  - Base Fee 20 or more additional or relocated Heads \$140.00
  - Each Sprinkler Head \$3.00
- **Fire Alarm System – New (Suppression System Supervision Only)  
(Fire Alarm Control Panel and Smoke Detector for Stand-Alone  
Fire Suppression Systems Not Tied into Alarm Systems)** \$60.00
- **Fire Alarm System – New (Each Building) (Need Electrical Permit)**
  - Base Fee \$310.00
  - Each Device (All Initiating and Notification Devices) \$4.00
  - Linear Heat Cable – For each 50 ft. or fraction thereof \$4.00
- **Fire Alarm System – Existing System Modifications, Repairs, etc.**
  - Base Fee \$45.00
  - Each Device (All Initiating and Notification Devices) \$4.00
- **Fire Alarm Control Panel – Existing Replacement** \$45.00

**Fire Protection / Suppression Systems (All Use Groups)**

- **Fire Pumps**  
One Pump \$180.00  
Each Additional Pump \$60.00
  
- **Standpipe Systems**  
Base Fee \$120.00  
Each Hose Outlet \$20.00
  
- **Clean Agent / Foam / Specialized Fire Suppression Systems**  
Each System up to 2,000 Square Feet \$180.00  
Each Additional 2,000 Square Feet or Fraction Thereof \$60.00
  
- **Commercial Hood Suppression Systems**  
Each System \$260.00
  
- **Underground Fire Service Mains**  
First 50 Feet \$120.00  
Each Foot Over 50 \$0.25
  
- **Private Fire Hydrants (Each Hydrant)** \$30.00
  
- **Fire Protection / Life Safety System Not Listed**  
1% of Total Cost with a Minimum Fee of \$120.00

**Re-Inspection Fee**

A fee may be applied if a third inspection is necessary. \$30.00