Roseville Fire Department

Fire & Life Safety Division

316 Vernon Street Suite 480 · Roseville, CA 95678 · (916) 774-5800 · **FLSDivision@roseville.ca.us**

FIRE SPRINKLER SYSTEM PERMIT

Electronic Submittal Checklist

Please initiate a pre-application in the Online Permitting Services (OPS) Portal and select the following scope of work descriptions from the drop downs.

- Commercial
- Add or Remodel a Fire System
- Fire Sprinkler System

Enter your project information and attach the following items. Be sure to select the document type as identified below. All attachments must comply with the following:

Document Submittal Requirements

Roseville Fire Standards and Ordinances

DOCUMENTS

- ☐ Fire Plan Submittal Application Form

PLANS

- ☐ Plans shall be in accordance with the Roseville Fire Department's Automatic Fire Sprinkler System Standard located at the following link: Fire Sprinkler Systems
- ☐ Complete plan set, stamped and signed by the preparer, with the appropriate stamp and/or license number on all sheets, when applicable. (Electronic Signatures Accepted)
- ☐ Scope of Work.
- ☐ Floor plan indicating the location of partitions and fire walls.
- ☐ Full height cross section or schematic diagram, including structural member information if required for clarity and including ceiling construction and method of protection for nonmetallic piping.
- ☐ Ceiling/roof heights and slopes not shown in the full height cross section.
- ☐ Size and location of the 1-hour rated Fire Control Room.
- ☐ Size, location, and piping arrangement of fire department connections.

TECHNICAL DOCUMENTS

- ☐ Make, type, model, and nominal K-factor of sprinklers, including sprinkler identification number.
- ☐ Water supply capacity information taken within twelve months of submittal if applicable. Information to include static pressure, residual pressure and flow in GPM.
- ☐ Hydraulic reference points shown on the plan that correspond with comparable reference points on the hydraulic calculation sheets.
- ☐ Manufacturers' data sheets indicating model numbers and listing information for equipment, devices and materials.

Once your pre-application has been processed, you will receive a request for payment of your plan review fees. Please note, your submittal will not be distributed to applicable City departments and the plan review period will not begin until payment has been received.

We encourage all applicants to utilize the OPS Portal to submit, but applicants may also submit in person at the Permit Center. To submit at the Permit Center, please provide the items listed above on a USB drive or similar data storage device.