



**Portland Fire & Rescue**  
**Facilities Permit Application – Sprinkler System**  
**1900 SW 4<sup>th</sup> Avenue, Portland, OR 97201**  
**Phone: 503.823.3712**



VALUATION OF WORK: \$ \_\_\_\_\_ DATE: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

**Plans must be submitted to the fire prevention division and approved before installation.**

**Location:**

Building Name: \_\_\_\_\_ Occupied as: \_\_\_\_\_

Address: \_\_\_\_\_ Portland, OR Zip \_\_\_\_\_

Suite # \_\_\_\_\_ Levels (#) \_\_\_\_\_

Building Work Permit # \_\_\_\_\_

Installation	Sprinkler	Sprinkler Type	Supply	Standpipe
<input type="checkbox"/> Addition	<input type="checkbox"/> Complete	<input type="checkbox"/> Wet	<input type="checkbox"/> Underground Only	<input type="checkbox"/> Wet
<input type="checkbox"/> Alteration	<input type="checkbox"/> Partial	<input type="checkbox"/> Dry	<input type="checkbox"/> Sprinkler Only	<input type="checkbox"/> Dry
<input type="checkbox"/> New	<input type="checkbox"/> Basement	<input type="checkbox"/> Preaction	<input type="checkbox"/> Underground with Hydrants	<input type="checkbox"/> Combination
<input type="checkbox"/> Remove	<input type="checkbox"/> Exit way	<input type="checkbox"/> Deluge	<input type="checkbox"/> Sprinkler with Hydrants	
<input type="checkbox"/> Repair	<input type="checkbox"/> Hood/Vent	<input type="checkbox"/> Anti-freeze		
	<input type="checkbox"/> Spray Booth			

Light Hazard  Ordinary Hazard 1  2  Extra Hazard 1  2  ESFR  ELO  High Piled Storage

Total Work Area: \_\_\_\_\_ sq ft      Total No. of Heads: \_\_\_\_\_      Sprinkler Area: \_\_\_\_\_ sq ft  
 Building Size: \_\_\_\_\_ sq ft      No. of Standpipes: \_\_\_\_\_      Orifice Size: \_\_\_\_\_ inches  
 No. of Stories: \_\_\_\_\_      Density: \_\_\_\_\_ gpm/sq ft      "K" Factor: \_\_\_\_\_  
 No. of Systems: \_\_\_\_\_      Design Area: \_\_\_\_\_ sq ft      Temp. Rating: \_\_\_\_\_ F

Description of Work:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Installing Company Information**

Applicant Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Mail Permit to: \_\_\_\_\_

**Installer Certificate of Fitness Information**

Same as Applicant  Yes Cert #: \_\_\_\_\_  
 No (complete information below)  
 Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Cert #: \_\_\_\_\_  
 Phone: \_\_\_\_\_

_____	_____	_____
Applicant Name	Signature	Date
_____	_____	_____
Inspector Name	Signature	Date

## **Facilities Permit Sprinkler/Underground Permit Submittal Requirements**

Scope: Fire permits for work associated with a Facility Permit Project. Fees will be billed monthly.

1. Permit Application, including related facilities project permit number.
2. Two sets of plans. Plans need to be of a quality clear enough to microfilm. Name of project, job address, and the engineers/architect's name designing the system must be on all sheets.
3. Specification sheets of all equipment in the system.
4. Hydraulically-designed fire sprinkler systems –
  - Portland Water Bureau flow test sheets. All systems must be designed using 80% of the normal maximum static pressure.
  - Hydraulic calculations necessary to verify design details.
5. Underground systems –
  - All necessary features relating to the scope of the permit application, including fire department connection, back flow prevention, thrust restraints, etc.
6. Any relevant appeal information.

Note: To install sprinkler systems and underground sprinkler water supply piping, the installer is required to have a Certificate of Fitness issued by Portland Fire & Rescue.

For questions, please call 503-823-3712.

Submit plans to: Facilities Program  
Bureau of Development Services  
1900 SW 4<sup>th</sup> Ave – 3<sup>rd</sup> Floor  
Portland, OR 97201