

PERMIT REQUIREMENTS

Fire Sprinklers – New / Replacement

- 1) Specialty Trade Contractors - License Requirements.
- 2) Unless the person in the office is on the business license, we will require a company check or company credit card (Visa, MasterCard, or Discover). Only the individual(s) listed on the business license can pay cash, personal check or credit card.
- 3) 3 sets of plans must be submitted to our office or taken to the Fire Marshall's office for review.
- 4) Once the plans are approved by the Fire Marshall, we advise the contractor to call our office to verify we do the plans have been brought to our office and are ready to purchase.
- 5) Permit fee is based on
 - a) Job cost (Material & Labor)
 - b) Plus a Fire Marshall's Plan Review Fee (normally \$50).
 - ❖ ***You will need a company check or company credit card (Visa, MasterCard, or Discover) for all transactions.*** If you get the license & permit on the same day, we can combine fees for one check. We do not require the original copies of insurance, an e-mailed copy or fax is sufficient.
- 6) If there is an active building permit on site, we require the Building Contractor's permit number (on gold permit card required to be onsite) and the street address.