FIRE PREVENTION AND
COMMUNITY RISK REDUCTION
102 Remington St
Fort Collins, CO 80524
(970) 416-2891

NFPA 13 & 13R FIRE SPRINKLER SYSTEMS
PERMIT SUBMITTAL CHECKLIST

Submittal Process: The Following items are required for a New NFPA 13 or 13R Plan Review submittal. Failure to provide the following may require a Review Denial or Resubmittal. Not all listed below will be required for every project, please provide all that apply per project. *

Drawings Requirements:
Electronic plans in .pdf format. Please submit files in an unlocked and unsecured state for plan review.
Stamped by NICET III – Water Based Systems Layout, or by a Professional Engineer (PE) registered in the State of Colorado

CONTRACTOR INFO
- ✓ The designer and applicant contact information needs to be included in the submittal.
- ✓ Colorado Division of Fire Prevention & Control (DFPC) contractor registration (FIRE SUPPRESSION SYSTEM CONTRACTOR) and fitter registration/certificate is provided CO 8 CCR 1507-11
- ✓ The Responsible Managing Employee (RME) indicated for the project.
- ✓ Specialized Trade Contractor License (project in City of Fort Collins)

CODE ANALYSIS
- ✓ 2024 International Fire Code (IFC)
- ✓ National Fire Protection Association (NFPA) 13 2022 edition
- ✓ National Fire Protection Association (NFPA) 13R 2022 edition
- ✓ Written job description-scope of work
- ✓ Occupancy Classification
- ✓ Type of Construction
- ✓ Total Gross area/per story
- ✓ Number of stories
- ✓ Attic Protection
- ✓ Fire rated separation
- ✓ The system type should be indicated: NFPA 13 or 13R, wet pipe, dry pipe, antifreeze, pre-action, etc.
- ✓ The total size of the sprinkler system(s) is provided in square feet, i.e., “The wet pipe system covers 14,000 sq ft., and the dry pipe system covers 3,000 sq ft.”
- ✓ The hazard classification is indicated for the sprinkler system, i.e., Light Hazard, Ordinary Hazard I or II, Extra Hazard I
- ✓ It should be indicated if the design is a change in occupancy or hazard classification.
- ✓ It should be indicated if the system includes a fire pump and/or standpipes.

PLANS
- ✓ Provide Owner’s Certificate
- ✓ Size of city water main, flow data and entry no more than 10 feet underneath building
- ✓ Shell buildings should be indicated as such, and the system designed to Ordinary Hazard II.
- ✓ Floor plans should indicate new areas of work and existing areas for reference.
- ✓ Label of occupancy of every area or room

- ✓ Plans should include building sections.
- ✓ Show all fire walls/barriers/partitions
- ✓ Show concealed spaces/blind spaces/closets
- ✓ Small space with code reference for omitting of sprinkler
- ✓ A sprinkler head legend should be provided.
- ✓ The location of the fire sprinkler riser should be indicated.
- ✓ Flow test data should be provided and current within the last twelve months.

HYDRAULIC CALCULATIONS

- ✓ The hydraulic calculations should be stamped by a NICET III -Water Based Systems Layout, or by a Professional Engineer (PE) registered in the State of Colorado.
- ✓ Provide hydraulic placard
- ✓ Provide General Information Sign

MATERIAL SUBMITTALS

- ✓ Cut sheets and manufacturer's information should be provided for all the system components.
- ✓ Material used shall be highlighted

STORAGE (IF APPLICABLE)

- ✓ High-piled or rack storage conditions should be noted including height, clearance, arrangement, the commodity being stored, and limitations of storage.

*The above list is not intended to be inclusive of all requirements for a new sprinkler submittal, but rather a guide to indicate the minimum requirements. Refer to NFPA 13 Chapter 28 – Plans and Calculations or NFPA 13R Chapter 8 – Plans and Calculations