

# Kochville Township Fire Department Plan Review & Permit Information

## General Information-

- Office Hours: Monday through Friday 8:00am-4:30pm
- Online Permit Applications- <http://www.kochvilletwp.org/>
- Applications shall be completed in full and all fees paid prior to the permit being issued.
- A separate electrical permit shall be applied for all new circuits
- A separate plumbing permit shall be applied for backflow prevention devices
- When is a permit required:
  - A permit is required anytime work is performed on the fire suppression or fire alarm system:
    - When making an alteration, modification, replacing system components that are different from previously submitted and approved plans, devices or components, only a cut sheet of the new device ***may be*** required. Contact the Fire Inspector at 989-792-7596 ext. 123 if you have any questions.
      - Exceptions:
        - Annual or routine maintenance per the International Fire Code, NFPA 72 and NFPA 25
        - Emergency repairs to a device(s) to restore the system. You will still need to contact the Fire Inspector.
  - A permit is required for replacement of recalled or outdated equipment. This helps to verify proper system coverage requirements.
  - A permit maybe required for repairs to damaged systems. Contact the Fire Inspector if you are in doubt if a permit will be required.
- No work shall start until all required permits have been approved, if found that work has been done prior to approval a citation will be issued. If work is needed to start prior to the permit being issued, a written letter requesting permission shall be submitted to the Fire Inspector. This letter shall include the job location, date work is needed to start, scope of work to be completed prior to the permit being approved, and method you would like to be notified at. We ask for this to be submitted a minimum of one week prior to the projected start date. You will receive a response within 2 business days.
- All final inspections and testing shall be scheduled with the Fire Inspector 48 hours in advance.
- Required NFPA final paperwork shall be on site and completed.

## Plan Submittal Process-

- General
  - The submitter will be notified in writing of either an approval or denial of the application. If the permit application has been denied you will be notified of the items requiring correction.
  - Our review time is 10 days per review. You will be notified if a review will not be able to be completed in that time frame.
  - All plans shall be prepared by either a registered architect or engineer registered in the State of Michigan or a person who has achieved NICET certification in fire alarms and fire suppression systems and shall be stamped.
  - A digital copy of the approved construction plans shall also be submitted with all other required information as well.
  - “As Builds” shall be submitted within 30 days of project completion.
  - All plans shall have the contractors name, address, phone number, and fax number
- Paper copies
  - Submit at least two printed copies to the Township
  - Submit an appropriate number of all supporting documentation as needed.
  - Our required scale is 1/8” minimum with sheets that are 24”X36”.
- Electronic Copy
  - An electronic copy of the “As Builds” shall be submitted not more than 30 days after project completion in a “.pdf” file and can either be emailed to the Fire Inspector or submitted on a CD that is labeled with the job address and date of work. Also all supporting documentation shall be submitted as well. This includes calculations and cut sheets.

## Fire Sprinkler System Submittals-**\*See NFPA 13 for a complete submittal list\***

- Plans must be to scale and clearly show work to be done including a detailed scope of work
- Plan must show job name, address, building dimensions and total square feet
- Catalog cut sheets for all components shall be included and highlighted
- Specific type and quantity of sprinkler heads shall be provided on each page
- Fire hydrant flow test information shall be dated not less than one year old.
- Hydraulic calculations shall clearly show the friction loss for the backflow preventer and include a graph curve sheet
- Hydraulic node points shall be clearly shown
- Design areas shall be clearly defined

- Exterior notification device location shall be per the Fire Inspector
- Specific code sections and storage information shall be provided for all design densities over Ordinary Group II
- Scaled site plan clearly showing fire department connection location.
- The currently preferred fire department connection is a siamese, however when the siamese connection is not practical, the 5" Stortz fitting on a 30 degree down angle can be used with the Fire Chief's approval.

#### **Fire Alarm System Submittals-**

- Plans must be to scale and clearly show work to be done including a detailed scope of work
- Plan must show job name, address, building dimensions and total square feet. Plans must also reflect the current floor plan of the building; provide the use of each room, and details of ceiling height and construction.
- The location of alarm initiating devices
- The locations of alarm notification appliances, including candela ratings for visible alarm notification appliances.
- Location of fire alarm control unit, transponders, notification power supplies, and annunciators.
- Manufactures' data sheets indicating model number and listing information for equipment, devices, and materials.
- Complete battery backup calculations shall be provided that clearly note battery sizes
- The location of the power connection and voltage drop calculations for notification devices shall be provided
- Specific details shall be provided regarding the offsite monitoring of the system, including type of transmission means and the name and location of the receiving station and the classification of the supervising station.

#### **Kitchen Hood Wet System Submittals- \*See NFPA 17A for a complete submittal list\***

- Plans must clearly show work to be done including a detailed scope of work
  - Plan must show job name, address, building dimensions and total square feet
  - Catalog cut sheets for all components shall be included and highlighted
  - The tank size and flow point count shall be noted on the plans
  - A plan view of the kitchen shall show the exact hood, duct, pipe, tank, pull stations, and appliance dimensions
- The plans shall clearly show the type of nozzles to be used and the show the mounting height, and aiming point for each