



City of Peoria Fire-Medical Department

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Streamlined Fire Permits Program Fire Prevention Division Internal Policy and Procedures

Purpose: To provide written policy and procedures for City staff to accept, review and issue Streamlined Fire Permits in lieu of the standard requirement for fire protection system shop drawings for minor modifications to fire protection systems.

Policy: The scope of this program is limited to the parameters for the Streamlined Fire Permits program established by the City of Peoria Fire-Medical Department, Fire Prevention Division which is:

Tenant Improvement projects only (no new buildings) or for a Notice of Violation correction issued by a Fire Inspector to include the following types of permits:

1. Replacement/modification of a fire alarm communicator.
2. Replacement of a fire alarm control panel only (no field devices).
3. Add, delete or relocate up to five (5) fire alarm devices (includes booster).
4. Add, delete or relocate up to twelve (12) fire sprinkler heads.

The reviews conducted by the City of Peoria Development Services counter staff or the Peoria Fire-Medical Department, Fire Prevention Division staff upon submission of the application is for completeness only.

Procedures: The following are the internal procedures for the Peoria Fire-Medical Department; Fire Prevention Division Streamlined Fire Permits program.

APPLICATION AS PART OF A TENANT IMPROVEMENT PROJECT.

- All applications will be submitted through the counter staff at the Building Development Division at the same time that the building tenant improvement plans are submitted.
- If the applicant is declaring that the tenant improvement will not affect the fire protection systems in the building or that there are no fire protection systems in the building then a completed Fire Protection Site Review Inspection Results form signed by the Fire Inspector is required to be submitted (see separate policy). No other plans or documents related to the fire protection systems are required at this time.
- A separate permit application is required for each type of permit requested. Multiple permits **cannot** be combined on the same form.
- The counter staff will create the appropriate fire protection permits in Accela and then route them to the Fire Department Plan Reviewer for fee assessment and approval.



- The Fire Department Plan Reviewer, in conjunction with the tenant improvement plan review, will assess all fees associated with the permit(s) per the listed fee schedule and assess the fees under the following codes in Accela.
 - Communicator replacement
 - FP02 - \$100.00
 - FP29 - \$ 50.00
 - *Total = \$150.00*
 - Fire alarm panel replacement
 - FP02 - \$100.00
 - FP29 - \$ 50.00
 - *Total = \$150.00*
 - Fire alarm up to five (5) devices
 - FP02 - \$100.00
 - FP29 - \$ 50.00
 - *Total = \$150.00*
 - Fire sprinkler up to twelve (12) sprinkler heads
 - FP04 - \$150.00
 - FP29 - \$ 75.00
 - *Total = \$225.00*

- The Fire Department Plan Reviewer will approve the permit application in Accela and the permit will be ready to be issued once the building tenant improvement plans have been approved. A conditions note will be added to the permit in Accela indicating that the permit is a streamlined fire permit and that plans are not required. The Fire Department Plan Reviewer will place the following text in the “Detailed Description” section of the permit after the description of work, ****STREAMLINED FIRE PERMIT – NO PLANS****. The Fire Department will keep the permit application on file.

- The Fire Protection Contractor identified under the “Contractor Information” must have a valid Fire Protection Contractor’s Permit with the Fire Department in order to be able to issue the permit.

- Once the Building Development tenant improvement plans have been approved, fees paid and the Building Development permit is issued, the Fire Department permit for the work detailed in the application will be issued at the same time by the Building Development Counter Staff and provided to the person picking up the approved building plans.

APPLICATION AS PART OF A NOTICE OF VIOLATION.

- Applications can be submitted one of two ways.
 - The application can be submitted via e-mail at firepermits@peoriaaz.gov. The application will be processed completely by the Fire Department staff. This e-mail account will be monitored by the Fire Prevention Administrative Assistant.
 - The application can be submitted to the counter staff at Building Development. The application will be processed completely by the Building Development staff.

- A separate permit application is required for each type of permit requested. Multiple permits **cannot** be combined on the same form.

- Applications submitted via e-mail will be routed to the appropriate Fire Department staff by the Fire Prevention Division Administrative Assistant. Fire Department staff will create the necessary permits in Accela.



- Applications submitted at the Building Development counter will be processed and issued by the Building Development counter staff. The Building Development staff will create the necessary permits in Accela.
- The Fire Department staff or the counter staff at Building Development will assess all fees associated with the permit per the listed fee schedule and assess the fees under the following codes in Accela.
 - Communicator replacement
 - FP02 - \$100.00
 - FP29 - \$ 50.00
 - *Total = \$150.00*
 - Fire alarm panel replacement
 - FP02 - \$100.00
 - FP29 - \$ 50.00
 - *Total = \$150.00*
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 - *Total = \$150.00*
 - Fire sprinkler up to twelve (12) sprinkler heads
 - FP04 - \$150.00
 - FP29 - \$ 75.00
 - *Total = \$225.00*
- The Fire Department staff or the counter staff at Building Development will approve the permit application and will issue the permit once the fees have been paid. A conditions note will be added to the permit in Accela indicating that the permit is a streamlined fire permit and that plans are not required. The Fire Department Plan Reviewer or the Building Development counter staff will place the following text in the “Detailed Description” section of the permit after the description of work, ****STREAMLINED FIRE PERMIT – NO PLANS****. The Fire Department will keep the permit application on file.
- The Fire Protection Contractor identified under the “Contractor Information” must have a valid Fire Protection Contractor’s Permit with the Fire Department in order to be able to issue the permit.
- After the entire permit fee has been paid, the permit can be issued. The Building Development staff shall provide the completed permit to the applicant at the counter. The Fire Department staff shall e-mail the completed permit to the applicant for those applications submitted via e-mail.

