



# City of Peoria Fire-Medical Department

8401 West Monroe Street, Peoria, Arizona 85345  
Phone: 623-773-7279 Fax: 623-773-7295

## Streamlined Fire Permits Program Fire Prevention Division Policy and Procedures

**Purpose:** To provide written policy and procedures 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. All permits are subject to a complete field inspection and are required to comply with the requirements of the *International Fire Code* and all applicable NFPA standard requirements.

Permits are issued to the contractor listed on the application. **The permits are not transferable.** If there is a change of contractor after the permit is issued then the permit application will need to be resubmitted with the correct information and the permit re-issued to the new contractor. There is a one hundred (\$100.00) dollar fee associated with this change.

### **STREAMLINED FIRE PERMIT LIMITATIONS**

#### **FIRE ALARM COMMUNICATOR REPLACEMENT/MODIFICATION**

- Permits for fire alarm communicators are limited to the replacement of, or the modification to, a communicator on an existing fire alarm system. The contractor is to have data sheets for the new equipment to include battery calculations at the final inspection for the Fire Inspector to review.

#### **FIRE ALARM CONTROL PANEL REPLACEMENT**

- Permits for the replacement of a fire alarm control panel are limited to existing fire alarm systems only and do not include the replacement of any field devices. The replacement fire alarm control panel must be compatible with **all** of the existing field devices and the existing fire alarm system is to be Code compliant. If it becomes necessary to replace



the existing field devices because they are not compatible with the new fire alarm control panel or the existing fire alarm system is not Code compliant, complete drawings, calculations and data sheets will be required. The streamlined fire permit will be **voided** and the information will need to be resubmitted and go through the normal plan review process. The contractor is required to have data sheets for the new equipment to include battery calculations at the final inspection for the Fire Inspector to review.

#### **FIRE ALARM DEVICE ADDITION/DELETION/RELOCATION**

- Permits for the addition/deletion or relocation of up to five (5) fire alarm devices are limited to existing fire alarm systems only. This permit **cannot** include the replacement of a fire alarm control panel. This permit **can** include the addition of a notification power supply, with smoke detector if necessary (does not count as one of the five devices). If during the inspection process it is determined that more than five (5) devices are required, complete drawings, calculations and data sheets will be required. The streamlined fire permit will be **voided** and the information will need to be resubmitted and go through the normal plan review process. The contractor is required to have data sheets for the new equipment and any required battery calculations at the final inspection for the Fire Inspector to review.

#### **FIRE ALARM SPRINKLER SYSTEM MODIFICATION**

- Permits for the addition/deletion and/or relocation of up to twelve (12) fire sprinkler heads are limited to existing fire sprinkler systems only. This permit **cannot** include the replacement of the fire sprinkler riser. This permit **cannot** include the addition/deletion or relocation of fire sprinkler heads that will affect the remote calculated area of the system. If during the inspection process it is determined that more than twelve (12) fire sprinkler heads are required or the changes affect the remote calculated area, complete drawings, calculations and data sheets will be required. The streamlined fire permit will be **voided** and the information will need to be resubmitted and go through the normal plan review process. The contractor is required to have data sheets for the new equipment at the final inspection for the Fire Inspector to review.

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

#### **APPLICATION AS PART OF A TENANT IMPROVEMENT PROJECT**

- This **is not** a deferred submittal. Applications for work to be performed in conjunction with a tenant improvement permit must be included with the drawing submittal package for the building permit. All fire related permits must be issued with the Building Development permit for all tenant improvements.
- All fire permit applications involving a tenant improvement will be submitted through the counter staff at the Building Development Division at the same time that the building tenant improvement plans are submitted.
- A separate permit application is required for each type of permit requested. Permits **cannot** be combined.
- 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. The fire permits will be included with the building permit and must be posted on site.

Inspections can be requested any time after the permit has been issued. Inspections can be requested by going on-line at <https://devservices.peoriaaz.gov>.

### **APPLICATION AS PART OF A NOTICE OF VIOLATION**

- This application process is for changes to fire protection systems due to a Notice of Violation issued by a Fire Inspector in an existing building. This application process **is not** for work performed under part of a tenant improvement permit (see previous section if this is part of a tenant improvement project).
- Applications can be submitted one of two ways.
  - The application can be submitted via e-mail at [firepermits@peoriaaz.gov](mailto:firepermits@peoriaaz.gov). The application will be processed by the Fire Department staff and you will be notified when payment can be made. Payment must be made over the telephone using a credit card by call the cashier at (623) 773-7119.
  - The application can be submitted to the counter staff at Building Development. Payment will be made at the time of submission when the counter staff completes the application.
- A separate permit application is required for each type of permit requested. Permits **cannot** be combined.
- 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.
- For applications that are submitted via e-mail the applicant will be notified when the permit has been processed so that payment can be made. Payment will need to be made using a credit card. Once the permit fee is paid the completed permit will be e-mailed back to the applicant.
- For applications submitted to the counter staff at Building Development, the permit will be issued once the permit fees have been paid.

Inspections can be requested any time after the permit has been issued. Inspections can be requested by going on-line at <https://devservices.peoriaaz.gov>.

