



City of Peoria
Fire Marshal's Office

FIRE INSPECTIONS FOR COMMERCIAL BUILDINGS

Inspection Line (623) 773-7593

Note:

When calling for an inspection, please provide the information listed below. A Fire Inspector will contact you to schedule the inspection.

- Name of Project
- Project Address
- Type of Inspection
- Permit Number
- Point of Contact – Name and Telephone Number

On Site Code Consultation	
Underground Fire Line & Flush Inspection	
Rough Fire Sprinkler System Inspection	
Rough Fire Alarm System Inspection	
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Final Fire Alarm System Inspection	
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Letter To Business Owner	
To Lock Keys In Knox Box Call (623) 773.7593	

Underground Fire Line & Flush Inspection

1. Verify the installing contractor has a valid City of Peoria Fire Department “Fire Equipment Contractor Permit” and “On Site Competent Person” with documentation. No fire inspections will be conducted until permit is obtained and competent person documentation is provided.
2. Provide Underground Contractor’s Material and Test Certificate. Certificate shall be provided prior to flush inspection. Flush inspection shall not be conducted without this documentation. This Underground Contractor’s Material and Test Certificate is found in NFPA 24.
3. Consult the approved plans and verify the following:
 - a. Size of piping.
 - b. Type of piping.
 - c. Depth of piping.
 - d. Proper pipe configuration of:
 - i. Thrust blocks.
 - ii. Protective wrap (polywrap) of piping, including fire riser flange spigot. (Applies to ductile piping only.)
 - iii. Direction changes.
 - iv. Location of:
 1. Verify Double Backflow Assembly.
 - a. Correct direction.
 - b. Monitored tamper switches installed on control valves on double backflow assembly.
 2. Remote Fire Department Connection. (If Installed)
 - a. Remote Fire Department Connection shall be located within twenty five feet of and on same side of road as a fire hydrant.
 - b. Remote Fire Department Connection shall be located a minimum of forty feet from building.
 - c. If remote Fire Department Connection services only one building, then paint supply piping red and stencil the address with four inch white characters.
 - d. If Fire Department Connection serves more than one building, then provide a 12-inch by 18-inch RED background sign with the addresses the Fire Department Connection serves in three inch reflective WHITE characters.
 - e. Verify three foot diameter clearance around Fire Department Connection.
 - f. Fire Department Connection shall be installed between 18 and 48 inches above finish grade and the 2.5 inch ports shall face fire lane.
 - g. Verify that the 2.5 inch approved caps or plugs are installed.
 - h. Verify that swing check valve is installed as close to Fire Department Connection as possible and is installed in correct direction.

Underground Fire Line & Flush Inspection (Continued)

3. Fire hydrants.
 - a. The large (4.5 inch) port shall be facing directly towards the Fire Lane.
 - b. The bottom of the 4.5 inch port shall be installed between 18 inches and 24 inches above finish grade.
 - c. Verify three foot diameter clearance around fire hydrants.
 - d. Verify blue reflectors are installed centerline of the right away and in direct line of the fire hydrants.
4. Verify that all valves within the system are in the open position, including fire hydrant sectional valves.
5. Observe hydrostatic test of all piping at 200 psi for 2 hours or 50 psi in excess of system working pressure, whichever is greater.
6. Relieve pressure after hydrostatic test and confirm the test gauge returns to zero. (A gauge that does not return to zero could be an indication that the gauge is broken or pegged).
7. Observe flush of all piping with city water until clear and free of all debris.

Note: Fire line shall be visible during hydrostatic testing. Center loading of the pipe is acceptable; however, all joints, valves, thrust blocks, and fittings shall be visible. **DO NOT** cover fire line until inspection is approved. The fire department inspection of fire line consists of the fire line supply piping from the inside / outside of the building(s) to the point of connection to the supply water main at street or to water main loop.

Also, if a remote fire department connect is installed, then an inspection of the fire line supply piping from the building to the remote fire department connection is required.

Rough Fire Sprinkler System Inspection

1. Inspection shall be scheduled by the fire sprinkler contractor.
2. Verify the installing contractor has a valid City of Peoria Fire Department “Fire Equipment Contractor Permit” and “On Site Competent Person” with documentation. No fire inspections will be conducted until permit is obtained and competent person documentation is provided.
3. Consult the Approved Plans and verify the following;
 - a. Proper type of piping.
 - b. Double Backflow assembly for size, type, and direction.
 - c. Confirm the installation of the piping does not have excessive change of directions that are not indicated on approved plans. (Excessive use of extra fittings, such as elbows may effect hydraulic calculations).
 - d. Proper size of piping.
 - e. Proper piping hangers and supports with correct spacing.
 - f. Sway bracing is installed per City of Peoria code requirements. Sway bracing is required at top of fire risers and major changes of direction.
 - g. Proper type, orifice, and temperature of fire sprinklers.
 - h. Proper clearance of fire sprinklers from ALL obstructions.
 - i. Check for correct distances between the fire sprinklers, off of walls, maximum coverage per fire sprinkler, and distance below roof deck. Also deflector orientation to roof deck.
 - j. Check for installation of orifice in inspector’s test. (Orifice shall be the same size as the smallest orifice installed in the system).
 - k. Check to ensure fire sprinklers are not painted. Painted fire sprinklers shall be replaced, they shall not be cleaned.
 - l. All control, auxiliary, drain, and inspector’s test valves shall not be located more than seven feet above finish floor or grade.
 - m. Access panels shall be provided for all valves located inside a wall or concealed space. Signage shall be provided on the outside of access panel indicating type of valve that is concealed within. (This includes fire department connection check valves).
4. Observe hydrostatic test of all piping at 200 psi for 2 hours or 50 psi in excess of system working pressure whichever is greater.
5. Where a tenant improvement addition or modification is made to an existing fire sprinkler system affecting more than 20 fire sprinklers, the new portion shall be isolated and hydrostatically tested at 200 psi for 2 hours or 50 psi in excess of system working pressure whichever is greater. Modifications that cannot be isolated shall not require hydrostatic testing in excess of system working pressure.
6. Tenant Improvement modifications affecting 20 or fewer fire sprinklers shall not require hydrostatic testing in excess of system working pressure.
7. Relieve pressure after hydrostatic test and confirm the test gauge returns to zero. (A gauge that does not return to zero could be an indication that the gauge is broken or pegged).
8. Verify all signage is in place. (Examples; control valve, inspectors test, main drain).
9. Verify that spare fire sprinkler cabinet is installed in an area that will not exceed 100 degrees Fahrenheit and has the following contents; the correct number of spare fire sprinklers, correct size fire sprinkler wrench, and NEW current issue NFPA 25. (An ILLEGALLY copied NFPA 25 is NOT acceptable).

Rough Fire Sprinkler System Inspection (Continued)

10. Verify a listed and approved pressure relief valve is installed on all grid type fire sprinkler systems.
11. Verify the following when the Fire Department Connection is located on building;
 - a. Fire Department Connection shall be within one hundred feet of a fire hydrant.
 - b. Fire Department Connection shall be located on address side of building or located on the building in the fire department access approach.
 - c. Signage for fire department connection shall be per NFPA 13 and City of Peoria code requirements.
 - d. Fire Department Connection shall be installed between 18 and 48 inches above finish grade.
 - e. Verify that swing check valve is installed as close to Fire Department Connection as possible and is installed in correct direction.
 - f. Verify that the 2.5 inch approved caps or plugs are installed.
 - g. Verify fire department connection is not obstructed by any obstructions. (Examples; electrical transformers and landscaping).
 - h. Verify fire department connection has proper signage. Additional signage may be required if fire department connection is visually obstructed. (Example; when a parking space is directly in front of the fire department connection.)

Rough Fire Alarm System Inspection

1. Inspection shall be scheduled by the fire alarm contractor.
2. Verify the installing contractor has a valid City of Peoria Fire Department “Fire Equipment Contractor Permit” and “On Site Competent Person” with documentation. No fire inspections will be conducted until permit is obtained and competent person documentation is provided.
 - a. Installation of fire alarm systems includes pulling wire, installing conduit, placement of fire related boxes (fire alarm control panels, pull stations, horn strobes, detectors, etc.)
3. Consult approved plans and verify the following:
 - a. Proper wire type.
 - b. Proper wire gauge.
 - c. Verify that a Class ‘A’ fire alarm system has been installed. All fire alarm systems installed in the City of Peoria shall be Class ‘A’ fire alarm systems. This includes all modules. No exceptions.
 - d. Verify support of all wiring is per NFPA 72 and National Electrical Code. (Wrapping fire alarm wiring around steel nails, connecting it to ceiling grid support wires, and using metal staples are not approved methods of securing or supporting fire alarm wiring).
 - e. Verify support of conduit and back boxes, including protective bushings in conduit.
 - I. All exposed wiring installed below seven feet shall be installed in conduit.
 - II. ALL fire alarm device components shall be installed per approved plans and NFPA 72 code requirements.
 - f. Verify location of all fire alarm system devices.
 - g. Verify that ALL notification appliances, pulls stations, heat detectors, smoke detectors, and duct detector LEDs located in ALL walls and above ALL ceilings are installed with approved metal back boxes. This applies to ALL fire alarm systems installed in commercial buildings. Mud rings and plastic boxes are NOT acceptable.
 - h. Verify location of fire alarm control panel. (If the fire alarm control panel is located in the same room as the fire sprinkler riser and that room has a door that provides direct access to the outside, then a graphic annunciator or annunciator strip pad is not required).
 - i. Verify that the location of fire alarm control panel is in a temperature control space.
 - j. Verify location of annunciator panel or annunciator strip pad, if required.
 - k. Verify proper separation of fire alarm wiring. (A minimum of four feet separation between wiring on the horizontal runs and one foot separation on vertical runs shall be provided).
4. Verify that fire alarm wiring is not painted. Fire alarm wiring shall be replaced if painted.
5. Verify that tamper switches are installed on ALL fire sprinkler system control valves, including control valves on outside double back flow assembly. Tamper switches shall be received in fire alarm control panel as supervisory signals on activation.
6. Duct detectors are required for units that exceed 2000 cfm or units that share an area that exceed 2000 cfm collectively. When duct detectors are required they shall provide the following functions;
 1. Unit shuts down on activation of the duct detector.
 2. On activation of the duct detector a supervisory signal shall be sent to the fire alarm control panel.
 3. If a ceiling is installed, then provide a LED or at ceiling level that will light up when duct detector is activated. It is recommended to install a TEST LED.

Final Fire Sprinkler System Inspection

1. Inspection shall be scheduled by the fire sprinkler contractor.
2. Verify the installing contractor has a valid City of Peoria Fire Department “Fire Equipment Contractor Permit” and “On Site Competent Person” with documentation. No fire inspections will be conducted until permit is obtained and competent person documentation is provided.
3. Fire sprinkler contractor shall provide an Aboveground Contractor Material and Test Certificate for each system installed. Final fire inspection shall not be conducted without this documentation. This certificate is found in NFPA 13.
4. Consult approved plans.
5. Verify tamper switch and flow switch components are installed and functioning on the fire sprinkler system.
6. Observe a main drain test. Document static pressure and residual pressure; then verify the residual pressure at the base of the riser meets or exceeds the required system demand pressure listed in the approved hydraulic calculation summary on the approved plans. Also, verify that hydraulic placard on fire riser assembly is correctly filled out.
7. Verify that ALL required fire sprinkler system signage is in place.
 - a. Main drain.
 - b. Access panels shall be provided for all valves located inside a wall or concealed space. Signage shall be provided on the outside of access panel indicating type of valve that is concealed within. (This includes Fire Department Connection check valves).
 - c. Control valves.
 - d. Inspectors test.
 - e. Fire Department Connection.
 - f. Hydraulic Placard. (If hydraulic placard is located on a fire riser that will be exposed to corrosive conditions then hydraulic placard shall be aluminum and hydraulic information shall be engraved or stamped).
8. Verify that spare fire sprinkler cabinet is installed in an area that will not exceed 100 degrees Fahrenheit and has the following contents; the correct number of spare fire sprinklers, correct size fire sprinkler wrench, and a NEW current issue NFPA 25. (An ILLEGALLY copied NFPA 25 is NOT acceptable).
9. Verify floor is sealed where fire riser flange spigot penetrates the building.
10. Verify all fire rated walls and exterior wall pipe penetrations are sealed by approved means.
11. Walk through building to verify;
 - a. Verify proper placement, type, and temperature of fire sprinklers.
 - b. Verify that fire sprinklers are free of ALL obstructions, including building elements.
 - c. Verify fire sprinklers are not painted. Painted fire sprinklers shall be replaced, they shall NOT be cleaned.
 - d. Verify fire sprinkler escutcheons are properly installed per the fire sprinkler’s manufacturer data sheet.
12. Observe activation test of fire alarm system notification appliances and electric bell on fire sprinkler system water flow through inspector’s test valve. Alarms shall activate in ninety seconds or less with the flow switch adjustment setting on or greater than “B”. Document the time it takes the alarms activate.

Final Fire Alarm System Inspection

1. Provide NFPA 72 Report. Report shall be completed and faxed to Fire Community Services at 623.773.7295 prior to scheduling final fire alarm inspection. Final fire inspection shall not be conducted without this documentation. This documentation is found in NFPA 72. Inspection shall be scheduled by the fire alarm contractor.
2. Verify the installing contractor has a valid City of Peoria Fire Department “Fire Equipment Contractor Permit” and “On Site Competent Person” with documentation. No fire inspections will be conducted until permit is obtained and competent person documentation is provided.
3. Consult approved plans.
4. Verify the proper location, type, and candela of all fire alarm notification appliances.
5. Observe fire alarm system functional tests of all fire alarm devices, including duct smoke detectors.
6. Verify that ALL notification appliances are synchronized within the same compartment or area.
7. Observe activation test of fire alarm system notification appliances, including electric bell on fire sprinkler system water flow through inspector’s test valve. All alarms shall activate in ninety seconds or less with the flow switch adjustment setting on or greater than “B”.
8. Observe activation test of fire sprinkler control valve tamper switches. On activation of the tamper switch a supervisory signal shall be received at the fire alarm control panel.
9. If a kitchen hood extinguishing system is installed; then observe function tests of fire alarm system notification appliances on kitchen hood extinguishing system activations.
10. Verify the following from all tests;
 - a) Measure decibel reading of audible appliances five feet above finish floor in the center of the room. Decibel reading shall be 15 dBa above ambient noise level and 5 dBa above peak sound levels lasting sixty seconds or more.
 - b) Verify proper voltage drop. (PROVIDE a voltage meter at inspection)
 - c) Verify a Class ‘A’ fire alarm system is installed.
 - d) Verify the proper size of the batteries and verify that batteries are date marked with; month / year
 - e) Verify duct detectors provide the following; unit shuts down on activation of the duct detector, on activation of the duct detector a supervisory signal shall be received at the fire alarm control panel, and if a ceiling is installed, then LED provided at ceiling level operates when duct detector is activated.
 - f) Observe a twenty four hour stand by battery power test. Electrical breaker that provides power to the fire alarm control panel shall be turned off twenty four hours prior to this test. At the end of the twenty four hours an audible test shall be conducted for five minutes.
 - g) Verify that the fire alarm control panel and electric bell power circuit breakers are secured (with breaker locks), identified on electric panel schedule, and are designated power circuit breakers.
 - h) Verify fire alarm control panel power circuit breaker number and electrical panel location is identified inside or near the fire alarm control panel.
 - i) Verify that all signals are received at the fire alarm control panel.
 - j) Verify that all signals are received at the annunciator, if applicable.
 - k) Verify that all signals were received at the off-site, third party, UL listed monitoring agency. A fire alarm system monitoring activity report shall be faxed to Fire Community Services at 623.773.7295 after completion of final testing. Monitoring activity report shall include twenty four hour battery power fault.

Kitchen Hood Extinguishing System Inspection

1. Inspection shall be scheduled by the kitchen hood suppression system contractor.
2. Verify the installing contractor has a valid City of Peoria Fire Department "Fire Equipment Contractor Permit". No fire inspections will be conducted until permit is obtained.
3. Consult approved plans.
4. Verify the following;
 - a. Hood size.
 - b. Location of manual pull station.
 - c. Signage for manual pull station.
 - d. Location, size, and type extinguishing agent.
 - e. Type and size of firing cartridge.
 - f. Proper pipe size and type.
 - g. Proper pipe support.
 - h. Proper nozzle type.
 - i. Verify that nozzle height is per approved plans.
 - j. Verify number of allowed fittings for system.
 - k. Verify link installation placement, type, and temperature.
 - l. Verify nozzle locations using factory laser pointer device. Installing kitchen hood extinguishing system contractor shall provide laser. No inspection will be conducted without this testing device.
 - m. Observe air movement through all system nozzles.
 - n. Observe test of fusible link.
 - o. Observe activation of manual pull station.
 - p. Observe deactivation of all fuel sources under hood during all tests. (Electric and Gas)
 - q. Observe deactivation of 'make up air' on test activation of system. (Exhaust air shall remain working).
 - r. Observe activation of fire alarm system notification appliances on kitchen hood extinguishing system activation on all function tests and verify that signals are received at the fire alarm control panel.
 - s. Verify proper placement of Class 'K' fire extinguisher. Class 'K' fire extinguisher shall be tagged, mounted, and located within thirty feet of cooking equipment.
 - t. Verify kitchen hood extends a minimum of six inches beyond the edge of the cooking appliances.

Note Fire alarm system initiating module for kitchen hood fire extinguishing systems shall be a listed and approved CLASS A fire alarm system module. No exceptions.

Final Fire Building and Site Inspection

1. Verify building address size and location on exterior of building.
 - a. If address is located less than eleven foot eleven inches above finish grade, then the address characters shall be a minimum of six inches in height with a minimum three inch stroke in contrast to building colors.
 - b. If address is located twelve feet or more above finish grade, then the address characters shall be a minimum of twelve inches in height with a minimum four inch stroke in contrast to building colors.
 - c. Address characters shall be visible from street or road fronting the property and if required, on all fire department approaches.

2. Verify proper location of Knox Boxes.
 - a. Knox boxes and Knox locks shall be directly obtained from the Knox Corporation. NO application OR signature is required from the fire department.
 - b. Knox boxes shall be installed at all exterior entrance doors, unless approved otherwise.
 - c. Knox boxes shall be installed approximately sixty inches above finish grade to the TOP of the box.
 - d. Keys to all doors and pad locks shall be placed inside Knox box at final inspection.
 - e. Call 623.773.7593 to have keys lock up in Knox Boxes when locks are changed.

3. Verify the placement of fire extinguishers.
 - a. Verify correct type. (Example: 2A 10 BC)
 - b. Verify proper location. Fire extinguishers shall be installed a maximum travel distance of every seventy five feet and if possible; mounted near exit doors.
 - c. All fire extinguishers shall be service tagged with month / year and mounted a minimum of three feet six inches and maximum of five feet to the top of the fire extinguisher above finish floor or grade and shall be unobstructed from access or view. Provide fire extinguisher signage as required.

4. Verify required exterior and interior building door signage.
 - a. Provide the letters 'FACP' and 'FIRE RISER ROOM' on all doors that give access to the fire alarm control panel and the fire sprinkler riser. This can be accomplished with painted stencil or a corrosive resistant sign with minimum four inch high letters in contrast to the door colors.
 - b. Provide on or above the suite front doors the 'SUITE NUMBER OR LETTER'. This can be accomplished with self adhesive characters, stencil, or a sign with minimum four inch high characters in contrast to the door colors.
 - c. Provide on the suite back or side doors the 'SUITE NUMBER OR LETTER' and 'BUILDING ADDRESS NUMBERS'. This can be accomplished with self adhesive characters, stencil, or a sign with minimum four inch high characters in contrast to the door colors.

5. Fire lanes shall be appropriately marked in ONE of these two options.

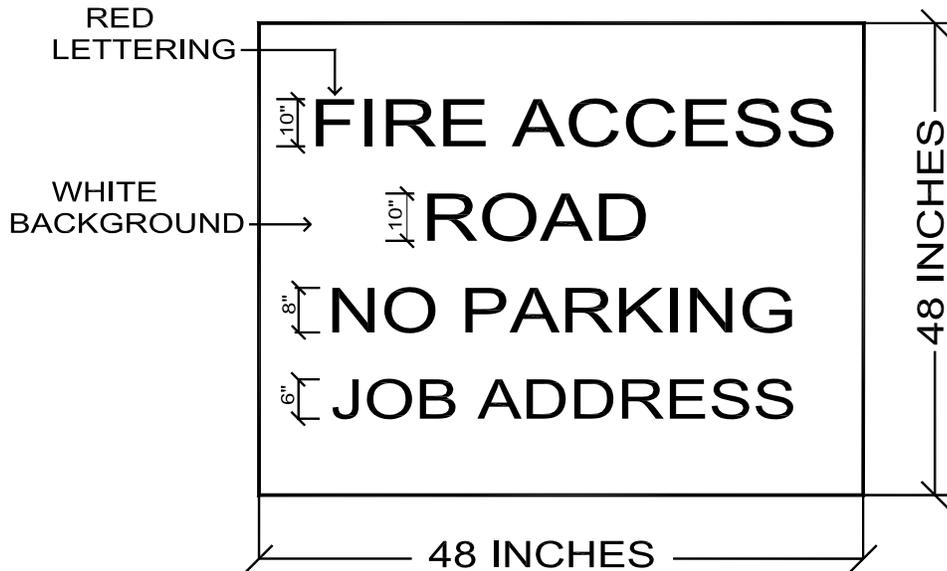
Option One: Paint curbs Federal Safety Red. Provide approved signs at least eighty feet on center.

Option Two: Paint curbs Federal Safety Red. Provide lettering on curb at least eighty feet on center; marked **NO PARKING FIRE LANE** in four inch white block letters on the vertical face of the curb.

Gate Inspection

1. Plans and specifications for electric gate systems shall be submitted to the City of Peoria Fire Department for review and approval prior to scheduling gate inspection. For review permit questions please call 623.773.7217.
2. All gates limiting access will be required to provide emergency access controls for Fire Department entry.
3. The gates shall be designed so that the access roadway or turning radius (WB50) shall not be obstructed by the operation of the gate. Minimum set back from the public streets shall be a distance determined by the City Engineer and allow the emergency vehicle the ability to safely operate the lock box or panel. Turning radius from the public street shall be WB50.
4. Clear width of the roadway shall be a minimum of twenty feet clear width on all entrances. Exit roadways shall be a minimum of sixteen feet clear width or larger on all exits. Unless otherwise approved by the fire department.
5. Sub-divisions may have a divided entrance and exit gates. The entrance side shall have a clearance of twenty feet clear width, the exit side sixteen feet clear width.
6. Access controls shall be exterior to the gate and located for activation by the vehicle operator without dismounting from the vehicle. The height of the lock box/control panel shall be sixty-six inches, measured from the finished grade line of the street.
7. The lock box, padlock or key switch must be an approved model utilized by the Peoria Fire Department.
8. Traffic Preemption opening device shall be provided on all motorized gates. Opticom, 3M, Model 722 receiver (no coding model) or equivalent shall be used. **The exact model used shall be noted on the approved plans.**
9. Gates must fully open with twenty seconds (one foot per second) of activation and remain in the open position until closed by operation of the electrical control device.
10. The control pedestal must be identified with a minimum six inch by ten inch sign with red letters on a white background. This sign shall be securely fastened to the pedestal and legible from the approaching vehicle. 'EMERGENCY FIRE DEPARTMENT ACCESS'.
11. Battery back up for all motorized gates is required, unless the gate fail safe (open) in the event of a power failure.
12. Secondary "Exit Only" gates shall be set up for Fire Department emergency accesses. Exit only gates, which are not motorized, shall be installed per City of Peoria Fire Department Standard detail. Details are available at the City of Peoria Fire Prevention Counter (#5). Exit only gates shall have a minimum clearance of twenty- (20) feet clear width and be posted with a sign that states "Caution Gate Opens Out." The ground shall be painted with a yellow strip showing the depth of the gate swing.
13. Operation at the gate shall be by pre-emption device and key switch.

Fire Signage and Access Requirements



Fire Department Construction Access Requirements

1. Provide fire department access sign as prescribed above.
2. The fire department access sign shall be located as close as possible to the fire department construction access road entrance and shall be visibly maintained at all times.
3. The fire department access roads shall be a minimum width of twenty feet wide.
4. The fire department access roads shall be constructed and maintained as to support the weight of fire apparatus, (75,000 lbs.), in all weather conditions and at all times.
5. Reflectors shall be provided to define the width of the fire department access roads. The reflectors shall be mounted at intervals not to exceed fifty feet.
6. The access road shall be extended to within two hundred feet of any combustible materials and/or any location on the jobsite where any person(s) shall be working for a minimum of four continuous hours in any day.
7. All open trenches shall have steel plates capable of maintaining the integrity of the access road design when these trenches cross an access road.
8. Access roads shall be in place prior to the start of vertical construction.

Reasoning: Fire apparatus access roads are essential during construction to allow emergency response to the site for both fire and medical emergencies.

Fire Equipment Contractor Permit Checklist

August, 2006

Fire Equipment Contractor:

The City of Peoria adopted the 2003 International Fire Code on September 2, 2003. The most recent local amendments to that code became effective August 15, 2005. (See our web site for latest amendments)

As part of the amendments, there is a fee schedule for permits. The fee for fire equipment contractors is seventy-five dollars (\$75.00). The fee is annual and requires that you to submit the annual fee of \$75.00 to maintain a valid permit.

Any person, corporation, partnership or other entity engaged in the business of design, install, monitor, sell, or service fire protection equipment within the City of Peoria shall, obtain a permit from the Fire Department. A new requirement effective October 1, 2005, requires a "competent on-site person" on each and every job site. See the new code amendments for the details.

The requirements for a permit renewal are for the company to submit the following:

1. Completed permit application (Available on fire web site www.peoriaaz.com/fire/firecode)
2. A copy of their current product and liability insurance naming the City of Peoria as Certificate holder (Note: Your permit will expire at the same time as your insurance expires.)
3. A copy of your current City of Peoria sales tax license
4. A copy of your current Contractors License.
5. The renewal fee of \$75.00 payable to City of Peoria.
6. Fire protection contractors shall agree that their persons involved in installation, modification, or inspection shall be certified or receive direct supervision per Peoria fire code section 105.7.13.3. Provide a statement to this effect on company letterhead and signed by a responsible party of the company.

Contractors & Developers, stay in touch with fire safety issues and policies within the City of Peoria. Subscribe to our Listserve at www.peoriaaz.com/e-news
If you have any questions, please contact Fire Prevention at (623) 773-7279.



FIRE PREVENTION PERMIT APPLICATION

CITY OF PEORIA

FIRE CODE COMPLIANCE PERMIT APPLICATION

Tel 623 773 7279

Fax 623 773 7295

www.peoriaaz.com/fire

INSTRUCTIONS - READ ME FIRST

PLEASE CAREFULLY FILL OUT APPLICATION WITH ALL REQUIRED INFORMATION. PLEASE PRINT OR TYPE LEGIBLY. IF FIRE PREVENTION STAFF HAS QUESTIONS YOU WILL BE CONTACTED. YOUR APPLICATION MAY REQUIRE ADDITIONAL MATERIAL SUCH AS CITY BUSINESS TAX NUMBER, REGISTER OF CONTRACTOR LICENSE, ETC. IN PARTICULAR, YOU MUST PROVIDE ACCURATE DETAILS AS TO YOUR COMPANY TYPE, RESPONSIBLE PERSON, AND ALSO THE IDENTITY OF AN AGENT FOR SERVICE OF PROCESS FOR LEGAL NOTICE. PLEASE REMEMBER COMPLIANCE IS YOUR RESPONSIBILITY. THANK YOU FOR YOUR COOPERATION.

PART ONE - Company Information:

COMPANY NAME: _____ [] Corporation [] LLC
[] LLP
[] Gen. Partnership
[] Sole Proprietor

RESPONSIBLE PERSON: _____
(Title) _____

DAY-TIME PHONE () _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____
CITY _____ STATE _____ ZIP _____

SITE ADDRESS: _____
CITY _____ STATE _____ ZIP _____

SITE RESPONSIBLE PERSON: _____
DAY-TIME PHONE () _____

PART TWO - Agent for Service of Process:

Applicants must provide a valid name, street address, and day-time phone number for an "agent for service of process". This agent is applicant's agent to receive service of process for legal notices and citations to ensure compliance with all applicable laws and regulations. Changes in agent SHALL be in writing and received by Fire Marshall to be valid.

SERVICE OF PROCESS AGENT: _____

DAY-TIME PHONE () _____

EMAIL ADDRESS: _____

STREET ADDRESS: _____

CITY _____ STATE _____ ZIP _____

PART THREE - Permits and Fees (Permits may be valid for one year):

Renewable Permits with Initial and Renewal Fees:

- Flammable Liquid Storage Tanks; Storage, Use, Handling, Dispensing - Install Fee - \$360 Renewal \$250/Site
- Hazardous Material, Use, Storage, Handling - Install/Change tanks or piping - \$360 Additional Tank - \$50 each Modification - \$100 each Renewal \$150
- Liquefied Petroleum Gas (LPG) Storage, Use, Handling, Dispensing - Install Fee - \$360, Renewal \$50

Other Common Permits with Initial / Renewal Fee:

- | | |
|--|--|
| <input type="checkbox"/> Auto Wrecking Yards \$50 | <input type="checkbox"/> Lumberyard \$50.00 |
| <input type="checkbox"/> Blasting Operations \$100/\$75 | <input type="checkbox"/> Open Burn/Bon Fire \$75 |
| <input type="checkbox"/> Carnival or Fair \$200 | <input type="checkbox"/> Places of Assembly \$100/\$150 |
| <input type="checkbox"/> Fireworks Display \$500 | <input type="checkbox"/> Repair Garage \$50 |
| <input type="checkbox"/> Fire Protection Contractor \$75 | <input type="checkbox"/> Spray Painting OR Dipping \$50 / \$150 |
| <input type="checkbox"/> High Piled Storage \$50 | <input type="checkbox"/> Tent/Canopy \$80 |
| <input type="checkbox"/> Hot Works (Includes Cutting / Welding) \$50 | <input type="checkbox"/> Motor Vehicle Fueling (portable tanks) \$50 |
| <input type="checkbox"/> LPG Exchange Station \$50 | <input type="checkbox"/> Other: _____ |

Part Four

- Applicant Date, Signature, and Printed Name:

Date: _____

Applicant Signature :(X) _____

PRINT NAME: _____

Part Five

- Processing and Payment Instructions:

Apply in person:
Peoria Fire Department
8351 West Cinnabar Avenue
Peoria, Arizona 85345

Apply By Mail or by Fax:
Fire Prevention
Attn: Fire Marshall
8401 West Monroe Street
Peoria, Arizona 85345-6560
Fax (623) 773.7295

Submit check or money order payable to "City of Peoria" for full amount.



City of Peoria Fire Marshal's Office

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

Dear Business Owner:

Each year we conduct annual fire prevention inspections, in accordance with the Fire Code, of all businesses within the City of Peoria. In July 2006, the Peoria City Council passed an ordinance that amended the fee structure for annual fire prevention inspections. Your initial inspection fee will be based upon the square footage of your business and is structured as follows:

<u>Square Footage</u>	<u>Fee</u>
1-1,249	\$50.00
1,250-3,000	\$75.00
3,001-5,000	\$110.00
5,001-7,500	\$150.00
7,501-10,000	\$200.00
10,001-15,000	\$250.00
15,001-20,000	\$350.00
20,001-30,000	\$450.00
30,001-40,000	\$650.00
40,001-50,000	\$850.00
50,001-75,000	\$1,050.00
75,001-100,000	\$1,550.00
Greater Than 100,000	\$1,950.00

- The first re-inspection is free of charge.
- For **EACH** additional re-inspection the initial inspection fee will apply.

Please contact the Peoria Fire Department at 623.773.7279 if you have any questions regarding these fees or need information concerning required operational permits.

Sincerely,

Howard M. Munding
Fire Marshal

Serving with Strength, Honor, and Compassion

Required Operational Permits

105.6

1. Aerosol products:	To manufacture, store or handle	105.6.1
2. Amusement buildings:	To operate	105.6.2
3. Aviation facilities:	Aircraft servicing or repair of	105.6.3
4. Carnivals and fairs:	To conduct	105.6.4
5. Battery systems:	To install, stationary lead-acid battery	105.6.5
6. Cellulose nitrate film:	To store, handle, or use	105.6.6
7. Combustible dust-producing operations:	To operate	105.6.7
8. Combustible fibers:	To storage or handle	105.6.8
9. Compressed gases:	To store, use or handle	105.6.9
10. Covered mall buildings:	Permit required	105.6.10
11. Cryogenic fluids:	To produce, store, transport	105.6.11
12. Cutting and welding:	To conduct cutting or welding	105.6.12
13. Dry cleaning plants:	To engage in the business of	105.6.13
14. Exhibits and trade shows:	To operate	105.6.14
15. Explosives:	To manufacture, storage, handling, sale or use	
16. Fire hydrants and valves:	To use or operate	
17. Flammable and combustible liquids:	To store, handle or use Class I liquids in excess of 5 gallons inside a building or 10 gallons outside a building. See conditions. To finish or surface over 350 sq. ft.	105.6.18
18. Floor finishing:	To operate	105.6.19
19. Fruit and crop ripening:	To operate a business of fumigation	105.6.20
20. Fumigation and thermal insecticidal fogging:	To store, transport on site, use or handle	105.6.21
21. Hazardous materials:	To store, handle or use	105.6.22
22. Hpm facilities:	To use a building or portion thereof	105.6.23
23. High-piled storage:	Welding, cutting, roofing	105.6.24
24. Hot work operations:	To operate	105.6.25
25. Industrial ovens:	- - -	105.6.26
26. Lumber yards and woodworking plants.	To operate in a Group A occupancy	105.6.27
27. Liquid or gas-fueled vehicles:	Storage, use, and operation of cargo tankers that	105.6.28
28. LP-gas:	Transport To melt, cast, heat treat or grind	105.6.28 105.6.29
29. Magnesium:	To store in any building	105.6.30
30. Misc. combustible storage:	For kindling or maintaining an open fire	105.6.31
31. Open burning:	Use of	105.6.33
32. Open flames and candles:	Producing more than 1 gallon per day	105.6.34
33. Organic coating:	To operate a place of assembly	105.6.35
34. Places of assembly:	To use or remove from service	105.6.36
35. Private fire hydrants:	To use	105.6.37
36. Pyrotechnic special effects material:	To store or handle	105.6.38
37. Pryoxilin plastics:	To operate	105.6.39
38. Refrigeration equipment:	To operate	105.6.40
39. Repair garages and service stations:	To operate	105.6.41
40. Rooftop heliports:	To conduct	105.6.42
41. Spraying or dipping:	- - -	105.6.43
42. Storage of scrap tires and tire by-products:	To operate a tent over 200-sq. ft. or canopy over 400-sq. ft.	105.6.44
43. Temporary membrane structures, tents and canopies:	To operate For the operation of wrecking yards, junk yards and waste material handling facilities. To operate.	105.6.45 105.6.46
44. Tire-rebuilding plants:	To store chips	105.6.47
45. Waste handling:		
46. Wood products:		

Required Construction Permits

105.7

1. Automatic fire-extinguishing systems:	For installation of, or modification to. Maintenance is exempt. To install, repair damage to system	105.7.1 105.7.2
2. Compressed gases:		105.7.3
3. Fire alarm and detection system and related equipment:	For installation or for modification to For installation of or modification to	105.7.3 105.7.4
4. Fire pumps and related equipment:	- - -	105.7.5
5. Flammable and combustible liquids:	- - -	105.7.6
6. Hazardous material:	To install	105.7.7
7. Industrial ovens:	For installation of modify spray room or booth	105.7.8
8. LP-gas:	To install or modification of	105.7.9
9. Private fire hydrants:	To install or modify spray room or booth	105.7.10
10. Spraying or dipping:	For the installation of or modification to	105.7.11
11. Standpipe systems:	To erect a tent over 200 sq. ft. canopy over 400 sq. ft.	105.7.12
12. Temporary membrane structures, tents and canopies:		

