



THE CITY OF KEY WEST BUILDING DEPARTMENT

**CHECKLIST FOR FIRE SPRINKLER SYSTEM PERMIT APPLICATION**

**PERMIT APPLICATION –**

- Property address
- Owner's name and contact information
- Contractor's name and contact information
- Qualifier's name and contact information
- Proof of ownership (MCPAO property record card or deed)
- Job valuation (including all overhead, labor, and cost of materials)
- Detailed description of the scope of work

**REQUIRED PLANS AND DOCUMENTATION WITH APPLICATION –**

- Signed and sealed plans including, but not limited to the following:
  - Floor plan
  - Riser diagram
  - Sprinkler schedule
  - Fire sprinkler hanging and bracing detail
  - Hydraulic calculations where systems are required to be calculated
  - Any small enclosures in which no sprinklers are to be installed
  - Occupancy class of each area or room
  - Symbol legend(s) showing the meaning of all symbols for identification

**NOTES –**

- A recorded Notice of Commencement (NOC) is required for projects valued at \$5,000 or more prior to scheduling the first inspection
- Licensed State of Florida Fire Sprinkler Contractor I or II
- This checklist should not be considered all-inclusive. Additional information may be required. Use of this checklist will not eliminate the requirement for a good knowledge and understanding of NFPA 13, Standard for the installation of Fire Sprinkler Systems, NFPA 25, Standard for the inspection, testing, and Maintenance of Water-Based Fire Protection Systems, and/or other appropriate NFPA standards.
- Please contact the Key West Fire Department – Fire Marshal's Office for scheduling inspections and/or additional questions or concerns. 305-809-3935

***This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process.***