

Fire Sprinkler System Submittals

Fire Sprinkler System Submittals for permit will fall under one of two categories: new installations or remodels.

- New installations or remodels of significant impact will require a full submittal for review. Remodels of limited scope, remodels of relatively minor impact and tenant finishes may be submitted in the form of a “Scope of Work” application. If you are unsure about your project, you may call us to discuss the project.
- The following documents are to be included in the submittal with the exception of the permit fee schedule:
 - Permit Fee Schedule
 - Application Form
 - No Work without Permit Form
- To ensure your submittal is complete and can be processed in the shortest time possible, please review the [following fire sprinkler checklist](#).
- All submittals must be delivered to Gail McFarland at the Eagle River Fire Prevention Bureau offices located at Fire Station 7 – 351 Benchmark Rd, Avon, Colorado. Submittals may also be mailed to PO Box 7980, Avon, Co 81620.
- **We will not accept incomplete submittals. All incomplete submittals will be returned without review.**
- **Submittals which have been reviewed, rejected and returned to the contractor will be subject to a resubmittal fee.**
- **Please Note:** No work of any kind on any project will be allowed until the Eagle River Fire Protection District has issued a permit for the project. Any work done without a permit will be subjected to fines of four times the permit fee plus the actual permit and review fees.
- Eagle River Fire District Prevention Bureau will make every effort to review, comment, and issue approval on complete submittals within 10 working days. More complex or special use projects may require a longer review process. Please plan your project accordingly.
- Reviews beyond a normal scope will be forwarded to our Fire Protection Engineer for review at a set hourly rate. You will be advised of this and invoiced for all charges including shipping. Any such charges must be paid in full prior to any [rough or final fire sprinkler inspections](#).
- If you require a “rush review” the submittal will be forwarded to our Fire Protection Engineer. You will be invoiced at the hourly review rate for rush review, and any other

charges including shipping. Any such charges must be paid in full prior to any field inspections.

[Fire Sprinkler Submittal Check List Link](#)

[Fire Sprinkler Rough Inspections Link](#)

[Fire Sprinkler Final Inspections Link](#)

[Fire Sprinkler Annual Test and Inspections Link](#)