



January 1, 2006

Dear Contractor,

In an effort to assure you that your permit application is processed in a timely manner the Fire Prevention Bureau requires that you **submit a complete submittal including payment**, by mail or in person.

While we have made available to you by website our submittal requirements and copies of our forms, **originals are needed at the time of application**. Please do not e-mail or fax any submittal documents unless you have already discussed this with someone in our office. **If you submit a partial or incomplete submittal, it will not be accepted and will be returned to you C.O.D. or discarded without exception.**

Please go to the Fire Prevention link on our website at www.erfpd.org for submittal requirements. At the bottom of this page you will find fire alarm and fire sprinkler submittal requirements along with a fee schedule. All of these documents are printable. **All fire sprinkler contractors need to mail or fax a copy of your 2006 Colorado Division of Fire Safety Certification for our files.** Your submittal will not be reviewed without this on file.

Please find copies of the following documents pertaining to **Fire Sprinkler submittals**:

- *Notice to Contractors – Additional Information*
- *Permit Application*
- *Acknowledgement of No Work To Be Done Before Issuance of Permit*
- *Inspection Checklist*
- *Fee schedule including re-inspect fees*

All submittals should be delivered to **Gail Lamb, Administrative Assistant** at the Eagle River Fire Protection District Fire Prevention Bureau offices located at Station 7, 351 Benchmark Road, Avon, Colorado. Submittals may also be mailed to P.O. Box 7980, Avon, Co. 81620. If you send your submittal to anyone other than Gail, your review process will be delayed. For any questions, please call Gail at **970-748-4739**, or e-mail at glamb@erfpd.org.

Every effort will be made 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 in order to allow up to a 10 working day review process. **If your submittal requires review above and beyond a normal scope of work by our out-of-house engineer, you will be invoiced at his hourly rate and payment must be received in this office before a final inspection can be performed.**

Fire Sprinkler and Standpipe Plan Submittal / Review Process:

This submittal occurs after the building permit is issued and **MUST** be done prior to the first framing inspection. **The minimum requirement for a complete submittal includes the following:**

- **New Fire Sprinkler System Installations:**
 - ❑ **Completed** Permit Application **including** building permit number.
 - ❑ Payment in full for the correct permit fee **must be** included with submittal.
 - ❑ **A copy of your current contractors license with the Town of Avon and/or Eagle County. And a copy of your current Colorado Division of Fire Safety Certification on file.**
 - ❑ Copy of signed and approved Building Permit from Eagle County or Town of Avon.
 - ❑ One (1) **completed** State of Colorado Plan Registration Form.
 - ❑ **Completed** Acknowledgement of **No Work To Be Done Form**.
 - ❑ Three (3) sets of 1/4" scaled plans of the system layout unless otherwise approved. Additional copies may be required.
 - ❑ One (1) set of elevations and one (1) site plan. Additional copies may be required.
 - ❑ Three (3) sets of hydraulic calculations and manufacturer's device cut sheets.
- **New Standpipe System Installations:**
 - ❑ **Completed** Permit Application **including** Building Permit Number if applicable.
 - ❑ Copy of signed and approved Building Permit from Eagle County or Town of Avon, if applicable.
 - ❑ **Completed** Acknowledgement of **No Work To Be Done Form**.
 - ❑ Three (3) sets of 1/4" scaled plans of the system layout. Additional copies may be required.
 - ❑ One (1) set of elevations and one (1) site plan. Additional copies may be required.
 - ❑ Three (3) sets of hydraulic calculations and manufacturer's device cut sheets.
- **Fire Sprinkler and/or Standpipe System Remodels:**
 - ❑ Please **include all of the above** except the three (3) sets of scaled plans, which are replaced with a scope of work letter on letterhead with an **original signature**. Scope of work letter must include the full extent of the remodel, state that the addition of any new devices will be compatible with the existing devices and that the addition/deletion will or will not affect the original hydraulic calculations. If the hydraulic calculations will be affected, please include a revised set of hydraulic calcs.

Based upon the complexity of the project, additional information may be requested.

When the review is completed, plans, comments and a signed permit will be issued to the contractor for work to begin. **No work shall be started** on the system prior to the issuance of a permit.

Any work done before the plan review is complete and a permit issued WILL result in a fine of four (4) times the permit fee – no exceptions!

Before a final inspection is scheduled, the contractor should **review** the Inspection Checklist to ensure that the system is ready. **Installation must be in accordance with the approved plans and specifications, approved by Eagle River Fire. Any deviation from these plans will require additional review and approval.** If a re-inspection is necessary, a minimum \$100.00 re-inspect fee **WILL** be assessed and collected **prior** to the re-inspection.

Field inspections are required on all rough and final installations. Any plan comments generated as a result of the review process must be resolved prior to scheduling inspections.

If you have any questions regarding a plan review, or to schedule an inspection, please call Chuck House at 970-748-4740.

Thank you for your cooperation.

Carol Gill-Mulson
Deputy Chief