Application for Fire Permit

In accordance with the Minnesota State Fire Code (MSFC), permits are required for any installation, addition, extension, alteration or replacement of a fire system or fire system element. Separate utility permits must be obtained for any outside underground fire service water line or connection to a municipal utility system. Common permitted fire system work includes but is not limited to the following:

- Fire suppression
- Automatic sprinkler systems
- Fire alarm
- Fire protection water supply
- Emergency and standby power systems
- Kitchen hoods
- Smoke control systems
- Fire pumps
- Hazardous materials use or storage
- Fire Hydrants
- Fuel dispensing
- LP gas
- Underground fuel tanks
- Tents / temporary structures

Fire permit applications and submittal documents are reviewed prior to permit issuance to ensure that the design complies with the MSFC (Minnesota Rules Chapter 7511) and fire safety standards consistent with nationally recognized good practice for the safeguarding of life and property, from the hazards of fire and explosion arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the use or occupancy of buildings or premises. The Minnesota Fire Code requires plans and specifications to be submitted to the authority having jurisdiction and approved prior to construction of any new fire system or prior to any change to an existing fire system. Plans and specifications may not be approved without adequate information to verify compliance with the provisions of the Minnesota Fire Code.

Contact Information:
Chris Wilbur, Fire Inspector 612 626-9458 612 750-5702
wilbu024@umn.edu
Fire Permit Submittal Checklist

A fire permit must be obtained by a licensed (contractor) for any installation, addition, extension, alteration or replacement made to fire system. The following documents are required at time of permit submittal so that Building Code Division (BCD) staff can complete their plan reviews and grant approval for your project. Permitting time will depend on the complexity of the work and the completeness of the plan submittals. If you have questions or concerns at this stage of your project, we will be happy to meet with your design team to answer questions and assist you in completing the application process.

Two complete sets of plans, specifications and submittal documents for the work being performed are required at time of permit application:

- Completed on-line permit application
- Description of work
- Utility site plan
- Floor plans
- Material specifications
- Sprinkler system plans / Type of NFPA system / calculations / sizing
- Fire alarm plans / appliances / controls / listing information for the system
- Fire protection system plans / Type of NFPA system
- Fire extinguishing system plans / Type of NFPA system
- Smoke control system plans / analysis / detection / controls / operations
- Plans shall be signed by Minnesota registered engineer or National Institute for Certification in Engineering Technologies (NICET) designer where required

The following documents may be deferred submittals and are required prior to issuance of a permit:

- Request for alternate materials or methods
- International Code Council (ICC) Evaluation Service (ES) reports (if applicable)
- Copy of State plan review letter on State licensed facilities (if applicable)

Separate Permit applications, plans and approvals are required for the following work:

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<th>Electrical controls</th>
<th>Demolition</th>
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<td>Connections to Public Utilities</td>
<td>Work in Public Right of Way</td>
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- The Building Official may authorize projects to be constructed using phased design and permitting. Consideration will be given to size, complexity, construction schedule and other related factors to determine if this approach is acceptable. Authorization must be obtained prior to submitting any initial building permit applications/documents. Extremely large and/or complex projects may require a preliminary meeting prior to building permit submittal.
- Requests for use of alternate materials or methods of construction must be submitted through the Architect of record office for BCD code approvals.
- Construction change orders must be reviewed for code compliance prior to construction implementation.
- Where required, plans, documents and specifications must be prepared in accordance with the MN State Board of Architecture Rules. [www.mn.gov/aelslag](http://www.mn.gov/aelslag)
- State licensing or bonding may be required for specific trade permits (eg. Plumbing, HVAC, Electrical, Fire) [www.dli.mn.gov/CCLD/Forms.asp](http://www.dli.mn.gov/CCLD/Forms.asp)