

FIRE SUPPRESSION PERMIT REQUIREMENTS

Central Florida Tourism Oversight District (The District) has two options for Fire Suppression permitting. Following is a breakdown of those two options:

FIRE SUPPRESSION CONSTRUCTION PERMITTING (FS Permits)

This includes the installation of new, or alteration of existing, sprinkler systems; and/or replacement of 250 or more fire sprinkler heads. Permit submittals with required documentation must be applied electronically via the on-line permitting system, Accela Citizen Access (ACA): <https://ca.rcid.org/citizenaccess/>

- Permit application signed and notarized by the contractor/owner
- Valuation verification form
- Hydraulic calculations
- Product data cut sheets
- Electronic drawings (digitally signed and sealed plans required for 250 or more sprinkler heads)

Fire Suppression permits require a plan review and issuance of the permit, followed by the required inspections by the Fire Prevention Department. Inspections may include some or all of the following:

Fire Prevention Inspections

- 705 Underground Rough-In – Fire
- 715 Aboveground Rough-In – Fire
- 745 Fire Stopping – Penetrations – Fire
- 755 Insulation – Fire
- 770 Fire Prevention Acceptance/Final

FIRE SPRINKLER HEAD REPLACEMENT PERMITTING (HR Permits)

This includes replacement of 7 to 249 fire sprinkler heads only. Up to 6 heads may be changed out or replaced without requiring a permit. Permits shall not be evaded by performing a series of small replacements consecutively. Permit application and requirements are slightly different from a Fire Suppression permit listed above. Permit application is required via ACA, but the permit type is a **Fire Suppression Head Replacement**. The HR permit type does not include a plan review nor an in-person issuance of the permit. Permit application submittal requirements include the following:

- Permit application signed and notarized by the contractor/owner
- Valuation verification form
- Product data cut sheets
- Head replacement information: type, temperature, make and size of existing head and replacement head

No digitally signed and sealed plans are required for Head Replacements of 7 to 249 heads. Plan review will be conducted at time of inspection. Once applied, an email will be sent to the applicant indicating that the permit is ready for inspections. Applicant must then schedule the only required inspection on this permit type, either online via ACA or via telephone through the automated Interactive Voice Response system (IVR) at (407) 828-4466:

- 770 Fire Prevention Acceptance/Final

FS and HR permits follow all other permitting requirements for Fees, Time Limit and Expired Permits.