



DERRY FIRE DEPARTMENT

Fire Prevention Division, 14 Manning Street, Derry, New Hampshire 03038

www.derrynh.org

Fire Alarm / Fire Suppression Systems Permit Application

Return this completed form to the Fire Administration Office

PLEASE PRINT

Section A, Site Information: *Complete for all permits*

Name of Building/Site:			
Former Building Name:			
Physical Location:			
	<i>Number and Street name</i>		
Name of Lessee:			
(if business)			
Building Owner Name:			
Owner Mailing Address		Zip Code	
Owner Phone Number:	E-Mail: _____		

Section B, Project Information: *Complete for all permits.*

Indicate what the permit is being obtained for below,

- | | |
|--|--|
| <input type="checkbox"/> Fire Alarm Installation - # of Devices _____ | <input type="checkbox"/> Fire Suppression System, other than sprinkler |
| <input type="checkbox"/> Fire Sprinkler System - # of Sprinklers _____ | <input type="checkbox"/> Fire Pump |
| <input type="checkbox"/> Standpipe | <input type="checkbox"/> Other: _____ |

Section C, Fire Alarm: *Complete for all new fire alarm installations or alterations to existing systems.*

Name of Installer:	Derry Listed Agent Number _____		
System Features:	<input type="checkbox"/> Manual <input type="checkbox"/> Automatic <input type="checkbox"/> Voice Evacuation <input type="checkbox"/> Horn/Strobe Notification		
	<input type="checkbox"/> Monitoring, indicate means: _____		
Wiring Method:	<input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Other: _____		
This application must be accompanied by the following:			
<ul style="list-style-type: none">• A submittal in accordance with NFPA 72, National Fire Alarm Code,• Floor plan, drawn to scale with device locations and ceiling heights indicated, and• Manufacturer's specifications and information for each type of system component being installed.			

***FOR OFFICE USE ONLY – DO NOT WRITE BELOW ***

Received By:	Received Date:	Amount received:	Check _____ Cash _____
Reviewed By:	Reviewer	Approval Date	

OCTOBER 2016

Section D, Sprinkler and Standpipe Systems: *Complete for all sprinkler system installations or alterations.*

Name of Installer: _____

Name of Designer: _____ License/Certification Number: _____

Type of Sprinkler: ☐ Complete ☐ Residential (13R) ☐ Domestic (13D) ☐ Limited Area
☐ Wet ☐ Dry ☐ Pre-Action
Type of Standpipe: ☐ Wet ☐ Dry ☐ Class: _____
☐ Automatic ☐ Semi-Automatic ☐ Manual

Water Supply Data: Volume: _____ Pressure _____ Tested By: _____ Date: _____

If this project is a modification to an existing system, please describe the project on a separate sheet.

This application must be accompanied by a complete submittal in accordance with NFPA 13 and the following items:

- Complete piping plans, full height cross-sections, and ceiling construction details.
- Manufacturer's specifications and information for each type of system component being installed.
- Fire pump manufacturer's specifications and information (if applicable).
- Sprinkler water storage tank information (if applicable).

Section E, Automatic Fire Suppression Systems: *Complete for all suppression system installations or alterations except water sprinkler systems*

Name of Installer: _____

Agent Type: ☐ Wet Chemical ☐ Dry Chemical ☐ Clean Agent (specify type): _____
☐ Other: _____

System Make: _____ System Model: _____

This application must be accompanied by the following:

- *Drawing of coverage area including equipment and device locations.*
- *Manufacturer's specifications and information.*
- *Calculations for concentration of clean agents (if applicable).*

Section E, Applicant Information: *Complete for all permits*

Applicant's Company Name: _____

Contact Person: _____ Position: _____

Address: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Phone Number: _____ Fax: _____

I hereby certify that the information contained within this application is correct and accurate.

Signature of Applicant: _____ **Date:** _____

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When is a permit needed?

- ✓ Installation or modification of a fire alarm system
- ✓ Installation or modification of an automatic sprinkler system, to include NFPA 13D systems
- ✓ Installation or modification of any other water-based fire suppression system
- ✓ Installation or modification of a standpipe system
- ✓ Installation or modification of any fixed fire suppression system (including kitchen hood systems)

You should contact the Fire Prevention Division with any questions about situations that may require a permit or you may visit our website at www.derrynh.org.

How do I submit an application for a permit?

First you must develop a set of construction documents that adequately detail the scope of the work. A New Hampshire licensed Fire Protection Engineer normally develops these plans and specifications. You must complete the application and submit the proper construction documents to the Fire Administration office.

What happens during a plan review?

Your plans are reviewed to verify compliance with the codes before the project starts to ensure public safety as well as avoiding costly construction mistakes. You will receive a plan review letter with comments regarding the review with your permit. The Fire Prevention Division reserves up to thirty (30) days to review a submittal. Incomplete submittals may cause further delays.

Application Instructions (FILL OUT COMPLETELY)

Applications must be completed with all of the information that pertains to the scope of your project. Incomplete applications may lead to delays in processing your application. Simply complete the directions that pertain to the scope of your project as follows:

SECTION A, *Site information*

Complete for all permits. All information is required.

SECTION B, *Project information*

Check off all aspects of the project that describes the scope of the project being permitted.

SECTION C, *Fire Alarm, if applicable*

Complete this section with the basic information about the fire alarm system. See NFPA 72, *National Fire Alarm Code*, for information on the plans and specifications that must be included with the application.

SECTION D, *Sprinkler and Standpipe Systems, if applicable*

Complete this section with the information about the sprinkler and standpipe system. All sprinkler and standpipe plans must be stamped by a New Hampshire licensed Fire Protection Engineer. NFPA 13D systems may be stamped by an individual holding a NICET level III certification or greater. See NFPA 13, NFPA 13R, or NFPA 13D for information on the plans and specifications that must be included with the application.

SECTION E, *Automatic Fire Suppression Systems, if applicable*

Complete this section with the information about the fire suppression system. See the appropriate NFPA document for information on the plans and specifications that must be included with the application.

SECTION F, *Applicant Information*

This is where the permit will be mailed. Attempts will be made to provide copies of the review letter to the building owner, tenant, and contractors as appropriate.

"FILL OUT ALL SECTIONS COMPLETELY"

Construction Documents (*one set only*) and Application must be submitted together, prior to the project being reviewed.

OCTOBER 2016