



SOUTH METRO FIRE DEPARTMENT

Fire Prevention Division

1650 Humboldt Avenue • West St. Paul MN 55118

Phone: (651) 552-4172 • FAX: (651) 552-4195

www.smfdmn.org

Fire Sprinkler System Permit Application South St Paul

Application Date:	Permit Fee*
Site Information	
Site Name:	
Owners Name:	
Address:	
Phone:	E-Mail:
Contractor Information	
Name:	
Address:	
Contact Name:	
Phone:	E-Mail:
State License Number:	
Project Information	
Contract Value:	Estimated Date of Completion:
Project Description:	
The undersigned hereby agrees to do all the work in accordance with the Local Jurisdiction, MN State Building Code, MN State Fire Code, to all recognized standards, and the conditions listed on the backside of this Permit application form.	
Signature:	Date:
All permit applications must be accompanied with: 1. One set of working plans and specifications as listed in NFPA 13. 2. Cut sheets on materials and components to be used. 3. One set of digital plans in PDF format. Cut sheets may also be submitted digitally. Submit digital information to mjuelfs@southmetrofire.com .	

***Permit Fee is (1.25%) of contract value or the minimum fee of \$66.50.**

Enter contract value to calculate permit fee.

Click submit form to send or print and email to mjuelfs@southmetrofire.com.

Proudly serving the Cities of South St. Paul and West St. Paul

CONDITIONS OF PERMIT

1. SPRINKLER CONTRACTORS WILL PROVIDE THEIR CONTRACTORS CERTIFICATION INFORMATION WITH APPLICATION.
2. ALL WORK MUST BE IN ACCORDANCE WITH APPLICABLE STATE AND LOCAL CODES, INCLUDING MSBC, MSFC, AND NFPA 13.
3. PROVIDE AT LEAST ONE SET OF WORKING PLANS IN ACCORDANCE TO NFPA 13 **AND ONE SET OF DIGITAL PLANS IN PDF FORMAT.**
4. ALL CHANGES AFTER PLAN REVIEW MUST BE REQUESTED IN WRITING.
5. OWNER CERTIFICATE REQUIRED WITH SUBMITTAL.
6. SPRINKLER HEADS INSTALLED MUST BE CORRECT FOR THE APPLICATION; ANY ALTERATIONS SHALL NOT CHANGE THE DESIGNED PERFORMANCE OF THE SYSTEM.
7. **NOTIFY THE SOUTH METRO FIRE DEPARTMENT *BEFORE* THE SYSTEM OR ZONE IS SHUT DOWN AND WHEN THE SYSTEM OR ZONE IS AGAIN OPERATIONAL.**
8. A ROUGH-IN INSPECTION MUST BE COMPLETED AND APPROVED PRIOR TO CEILING INSTALLATION.
9. FIELD VERIFICATION OF SPRINKLER HEAD SPACING IS REQUIRED AT THE TIME OF THE ROUGH-IN INSPECTION.
10. MODIFICATIONS AFFECTING MORE THAN 20 SPRINKLERS WILL REQUIRE A FINAL ACCEPTANCE TEST NFPA 13.
11. FINAL ACCEPTANCE TEST WILL BE WITNESSED BY THE FIRE DEPARTMENT. AT THE TIME OF THE FINAL, THE SYSTEM AND ALL DEVICES WILL BE TESTED. PERSONS NECESSARY TO RESET THE SYSTEM AND/OR DEVICES NEED TO BE PRESENT. TO SCHEDULE AN APPOINTMENT CALL (651) 552-4172 AT LEAST 3 DAYS IN ADVANCE.
12. FOR NEW INSTALLATIONS PROVIDE ONE ADDITIONAL SET OF PLANS AND DESIGN INFORMATION TO:

Municipal Service Center
477 E Richmond
South St. Paul, MN 55075

* No storage or racks shall compromise the sprinkler system per NFPA 13.