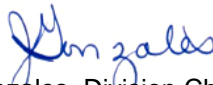


<b>CITY AND COUNTY OF DENVER</b>		<b>POLICY</b>	<b>DENVER FIRE DEPARTMENT</b>
Subject: <b>ELECTRONIC QUICK PERMIT INSTRUCTIONS AND POLICY</b>			
Approved:			
 Joseph L. Gonzales, Division Chief, Fire Prevention			
Reference: <b>IFC, Denver Amendments, NFPA</b>			
Number: <b>105-1</b>	Effective Date: <b>January 1, 2016</b>	Page <b>1 of 3</b>	

## **ELECTRONIC QUICK PERMIT POLICY AND INSTRUCTIONS**

### **I. General**

- a. This policy covers the instructions and requirements for Electronic Quick Permits for Fire Alarm & Signaling and Fire Suppression.

### **II. Projects that DO NOT qualify for Electronic Quick Permits:**

- New or replacement (partial or complete) sprinkler or fire alarm system.
- Installation of rough-in equipment, including wiring, for new systems or addition to existing systems as noted above.
- Any equipment connected to access-control or security systems.
- Any work used in health-care occupancies -- for example, hospitals, retirement homes, and day care (I Occupancies).
- Any work in rooms with lead-acid batteries or lead-acid equipment.
- Any work in H Occupancies.
- Any work in new or existing marijuana cultivation or extraction facilities.
- Any work in new or existing schools K-12.

### **III. Projects that DO qualify for Electronic Quick Permits:**

- Construction permit must be issued prior to submittal for quick permits.

#### **A. Fire Alarm**

- a. New device or appliance connected to existing fire alarm systems. Installation shall be limited to a maximum of six (6) notification appliances (audible or visual) and/or four (4) initiating devices (fire detection, flow detection, manual pull stations, etc.).
- b. Changing of Class 1 central station monitoring agency to another Class 1 central station monitoring agency, including reprogramming digital alarm communicator transmitter (dialer).
- c. Emergency fire alarm panel replacement for existing system. The panel shall be compatible with and functional to the panel being replaced, as approved by Denver Fire Prevention Engineering.
- d. Relocation of devices due to tenant finish on one floor level.
- e. Sequence of operation.
- f. Identification of duct detectors in air-handling units exceeding 2,000 CFM (not

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required in VAV boxes less than 2000 CFM each, but aggregate air flow exceeding 2000 CFM boxes served by Central Fan System).

- g. Voltage drop calculations and battery calculations.
- h. Description of annunciation assignments (complete zone schedule).
- i. Shop drawings, drawn to scale, including a drawing for each building level involved, with a north arrow for compass orientation and depicting all control and annunciation panels for peripheral devices.
- j. Plan for upgrading existing annunciator panel, if applicable.
- k. One-line diagram showing scope of work and identifying new devices.
- l. Site address, identification of each room's usage, and areas having automatic detection.
- m. Provide building details (i.e., attics, ceiling cavities, etc.).
- n. Mounting heights for manual fire alarm boxes and strobes.
- o. Primary power supply connection details and symbol list.

#### B. Fire Sprinkler

- a. Relocation of 20 or fewer sprinklers in light hazard occupancies only.
- b. These 20 sprinklers may include up to a maximum of five (5) additional sprinklers.
- c. Building construction type and occupancy classification.
- d. Location and size of concealed spaces, closets, attics and bathrooms.
- e. Sources of water supply with pressure or elevation.
- f. Make, type, temperature, coverage characteristics, nominal orifice size and K-factor of sprinkler heads. Method of protection for nonmetallic piping.
- g. Location of high-temperature sprinklers.
- h. Total area protected by each system on each floor.
- i. Pipe type and schedule of wall thickness.
- j. Nominal pipe size and cutting lengths of pipe (or center-to-center dimensions).
- k. Type and locations of hangers, sleeves, braces and methods of securing sprinklers when applicable.
- l. Layout identifying sizes and locations of existing piping serving the affected floor or area.
- m. Shop drawings, drawn to scale, including a drawing for each building level involved, with a north arrow for compass orientation and depicting all control and annunciation panels for peripheral devices.

#### IV. Requirements and Limitations

- Permit applications received by Monday at 7 a.m. will be issued a cashier pay

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slip by that Friday. A maximum of three (3) applications per contractor may be submitted per week.

- Required drawings shall comply with the following requirements and be submitted via email as a PDF to DFD Quick Permits to: [DFDQuickPermits@denvergov.org](mailto:DFDQuickPermits@denvergov.org) on the same day that the permit application is emailed.
  - Hard copy approved drawings shall be provided on site.
  - Completed permit application required.
  - A complete code analysis, including the building occupancy groups, the type of construction, and a comparison of actual floor areas and number of stories to those allowed under the provisions of the Code on the front sheet of drawings.
  - Manufacturer's specification sheets and equipment listing sheets for new and existing equipment and devices.
  - Installation codes and standards used.
  - Type of system and reason system is provided (required, non-required).
- Two (2) complete sets of required shop drawings shall bear the seal and signature of a Professional Engineer licensed by the State of Colorado or NICET Level III, who is responsible for the design to be in compliance with City Ordinance.
- Additional \$100 fee shall be added to the standard permit fee.

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**END OF DOCUMENT**