



Clark County Department of Building & Fire Prevention

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FIRE PREVENTION: PERMIT GUIDE TENANT IMPROVEMENTS OR REMODELS TO EXISTING SPRINKLER SYSTEMS

This guide is to assist in the permitting process for a tenant improvement or remodel to existing Sprinkler System. A permit is required for the installation per 105.7.1 of the IFC.

APPLICABLE CODES:

The following codes and standard apply to this permit.

- *Standard for the Installation of Sprinkler Systems*, NFPA 13, 2016 edition
- *International Fire Code*, 2018 edition (IFC)
- *Clark County Fire Code Amendments*, 2018 edition (CCFC)

NFPA 13 Fire sprinkler systems are required per section 903.2 of the IFC, as adopted by CCFC. Design shall be in accordance with the NFPA 13.

Link to CCFC: See the amendments to codes and standards using the link below:

https://cms8.revize.com/revize/clarknv/Building%20&%20Fire%20Prevention/Codes/ClarkCounty_FireCodeAmendments2018.pdf?t=1598331770575&t=1598331770575

SUBMITTAL REQUIREMENTS:

These submittal requirements are not all inclusive, nor are they a limit to the extent of the information, etc., which may be necessary to properly evaluate the submitted plans and documents. Not all items may apply to your project.

1. **PLANS:** To be designed to an indicated, architectural scale and sized 30" x 42" saved to a .PDF file. Plans shall include all information applicable to project per NFPA 13 2016 Edition Section 23.1.3 as amended by the CCFC section 23.1.3.1. They shall include the entire area of the scope of work, and sufficient information of the existing building and sprinkler system to review the proposed work.
2. **HYDRAULIC CALCULATIONS:** Complete calculation report per NFPA 13 2016 section 23.3.5, as required for the scope of work.
 - a) Tenant Improvement/remodels that utilize sprinklers with the same K Factor and spacing criteria that matches the K Factor and spacing of the existing fire sprinkler in the same area, and that do not have a change of occupancy hazard classification, do not require supporting calculations.
 - b) Tenant improvements/remodels that require an increase of occupancy hazard classification, are of extra hazard occupancy hazard classification or utilize flexible sprinkler connections, require supporting hydraulic calculations in order to prove the minimum required flow is provided to each sprinkler head.
 - c) If providing hydraulic calculations, a valid water source will need to be proven by a new flow test, fire pump acceptance test, or Pressure Reducing Valve setting.
3. **MATERIAL DATA:** Provide manufacturer's specification sheets for all components.
4. **SUPPORT DOCUMENTATION:** Provide documents that support the design. This would include the approved civil plans, approved Fire Protection Report (FPR)/Alternative Material and Method Report (AMMR), structural approval letter, originally approved plans, flow test results, letter from Water Purveyor (antifreeze systems), fire pump acceptance test and

existing component specification sheets that affect system performance such as pressure reducing valves or backflow preventers.

5. **Plans to be REVIEWED AND SIGNED** by a NICET Level 2 Designer in Water-Based Fire Protection Systems or a Nevada registered Professional Engineer working in their area of expertise per section 901.2.2. of the CCFC. **Submittals shall include the designer's name, certification number and signature, the licensee's name, contractor's number, NSFM number, and signature.**

HOW TO SUBMIT:

Plans are to be submitted electronically. Paper plans are no longer accepted. Files should be uploaded via the Clark County Citizen Access Portal:

<https://citizenaccess.clarkcountynv.gov/CitizenAccess/Default.aspx>

Consolidate your pdfs and upload your submittal into the requirement categories that apply to your project shown above; **Plans, Hydraulic Calculations, Material Data and Supporting documents.**

COMMUNICATION:

Once your plans are submitted you will receive a permit number (example= FP20-00000). Plan status can be viewed by logging into your account in the Citizen Access Portal and typing in your permit number. <https://citizenaccess.clarkcountynv.gov/CitizenAccess/Default.aspx>

CONTACT PERSON ON APPLICATION: Ensure that the correct contact person is provided on the application. This will be the correspondent who receives all the email updates and correction comments once plan is submitted.

ADDITIONAL INFORMATION NEEDED: If you receive this request; Fire Intake has reviewed your submittal and there is additional information needed for the review to proceed. It will be placed back in the review queue as soon as the additional information is received.

PLANS APPROVED: Once plans are approved, and fees are verified; an email will be sent to the contact person. Inspections are scheduled after any outstanding **fees** are paid.

PLANS-CORRECTIONS REQUESTED: Once corrections are issued an email will be sent to the contact person. Customers should log on to Citizen Access Portal and download the redlined plans.

FIRE PLAN REVIEW STAFF CONTACT LINK:

https://files.clarkcountynv.gov/clarknv/Building%20%20Fire%20Prevention/Phone/WEBSITE%20PHONE%20LIST_Fire%20Prevention.pdf?t=1615317396076&t=1615317396076

RE-SUBMITTALS AND REVISIONS:

1. **CORRECTIONS:** Corrected plans are to be submitted using the Citizen Access Portal. A letter describing the changes shall be provided with your revised submittal. **Please Note:** The Redlined plans are already in the file and do not need to be uploaded again.
2. **REVISIONS:** If plans are revised after approval; revisions will need to be submitted and approved prior to **FINAL** system acceptance. Revisions are to be submitted the same manner as the original submittal. The following items should be included with a revision;
 - All changes should be **clouded and keyed** to Plan Revision# (FP20-00000-R001).
 - If any piping or fittings are added thus creating a greater hydraulic demand **revised** hydraulic calculations will need to be provided.

- A revision letter shall also be provided indicating what changes were made and where they occur.
- A copy of the original approved plans should be included.

Link to CITIZEN ACCESS HOW TO GUIDES:

https://www.clarkcountynv.gov/government/departments/building_fire_prevention/citizen_access_knowledge_base.php

SUBMITTAL SERVICE LEVEL OPTIONS/FEE SCHEDULE:

Service levels, base fees and an expected plan review due dates are established at the time of submittal. Different plan review service levels are available depending on scope of work, fees and staff availability. All service levels may not be available. Plans are reviewed in the order received according to the expected due date. Note that due dates cannot be guaranteed. Refer to section 106.6 of the CCFC for additional information on fees.

INSPECTION OPTIONS/INSPECTION SCHEDULING:

https://www.clarkcountynv.gov/government/departments/building_fire_prevention/inspection/schedule_an_inspection.php