

This guide contains Denver Fire Department (DFD) walkthrough and quick e-permit submittal requirements for fire suppression and fire alarm & signaling systems. The information contained herein represents the criteria and documentation needed to submit for electronic walk through and quick permits; specific information included the permit submittal must follow applicable Codes for shop drawing submittals, i.e. NFPA 13, NFPA 72, & Denver Fire Code.

Projects Qualifying for Walk Through or Quick Permits

Projects not meeting the below criteria need to follow Log-In requirements for plan review. Scope of work must follow the general construction (Commcon) permit; i.e. 1 construction permit issued for 3 floors of a high-rise would have 1 fire permit for 3 floors. For high-rise permits, the below scope limitations are per floor level, not total permit scope.

Quick Permits:

- Installation of underground fire service lines.

Fire Suppression Walk Through Permits:

- Fire sprinkler conditional permits
- Pre-engineered wet chemical kitchen hood suppression systems
- Existing light hazard fire sprinkler systems where up to 75 sprinklers are added or relocated.
- Existing Ordinary Hazard Group 1 fire sprinkler systems where up to 30 sprinklers or existing Ordinary Hazard Group 2 fire sprinkler systems where up to 20 sprinklers are added or relocated in other than Group H occupancies and high-piled storage locations.
- For existing light hazard sprinkler systems involving sprinkler relocations and additions, not more than two (2) sprinklers can be fed from any 1" outlet in the scope of work. Where exceeded, the project shall follow log-in permit submittal requirements and hydraulically calculate the system.
- New backflow preventers on existing pipe sch. systems or like-for-like on hydraulically calculated systems.
- All submittals shall be signed and sealed by a Colorado Licensed Design Professional with exception of scope of work in existing light hazard occupancies where 20 or less sprinklers are modified may be signed by a NICET III or higher in fire sprinkler layout.

Fire Alarm and Signaling Walk Through Permits:

- Fire alarm or low voltage life safety system conduit only
- New equipment, devices and/or appliances connected to existing fire alarm systems in other than Group H occupancies. Installation shall be limited to a maximum of twenty-four (24) new or relocated notification appliances and the addition of twelve (12) new or relocated initiating devices (including suppression system monitoring) on an existing circuit or addition one (1) power supply.
- All submittals shall be signed and sealed by a Colorado Licensed Design Professional with exception of relocation or adding 6 appliances and/or 4 initiating devices on existing fire alarm system may be signed by minimum of NICET III or higher in fire alarm layout.
- Transferring existing monitoring companies and/or installing a new or replacement communicator
- Removal and reinstallation of a device in the same location
- New fire sprinkler monitoring systems (with no notification appliances).
- Emergency fire alarm panel replacement for an existing system. An emergency panel replacement permit shall be acquired within one (1) normal business day of the commencement of work. A complete application in

accordance with Section 907.1.2 shall be submitted within ten (10) normal business days of the commencement of work.

- Emergency radio enhancement systems not located in a high-rise.

Electronic Document Submittal

Prior to submitting for review, please ensure any documents submitted follow the below guidelines:

- Underground fire service line permits do not require plans or documents to be submitted. All other permit submittals require shop drawings and manufacturer data sheets to be submitted.
- Shop drawings shall meet Denver Fire Code Appendix N, NFPA 13, or NFPA 72 requirements as applicable. Denver Fire Code Appendix N requirements for fire sprinkler and fire alarm shop drawings have been included as Attachment 1 to this document. Sprinkler “dot” drawings on a reflected ceiling plan will not be accepted as a shop drawing submittal; complete shop drawings including cut lengths, pipe size, etc are required.
- All documents must be in PDF format. No JPEGs or other non-PDF file types can be reviewed.
- All plans must plotted to scale and please ensure the PDF is saved in a horizontal orientation.




- PDF drawings shall contain no PDF markups other than the encrypted signature. i.e. shop drawings created by using PDF mark-up tools on top of a PDF background floorplan, will not be accepted as electronic shop drawings.
- For multi-sheet plan submittals, include all sheets in a single PDF document.
- If letters or other standard 8.5” x 11” documentation is being submitted, please separate plans from these documents into two separate PDF files.
- Please help us maintain file organization by using the following PDF document naming convention:

S# – DATE – ADDRESS – EXPLANATION – DESCRIPTOR.pdf

S#	Use this field to indicate the submittal number i.e. S1, S2, S3... For the 1 st time submitting, all documents will have “S1”. Resubmitting for the 2 nd time, all documents would use “S2”
DATE	Date of the submittal in the form (Year)(Month)(Day) i.e., 20191201 for December 1, 2019
ADDRESS	Enter the street address of the project; city, state, and zip is not needed.
EXPLANATION	Give a brief description of the file. i.e., Sprinkler Shop Drawings, Letter, etc
DESCRIPTOR	Using one of the codes below, give a description of the file type: DWGS – drawings DOCS – documents such as letters, supporting documentation, etc.

Below is an example using the document naming convention:

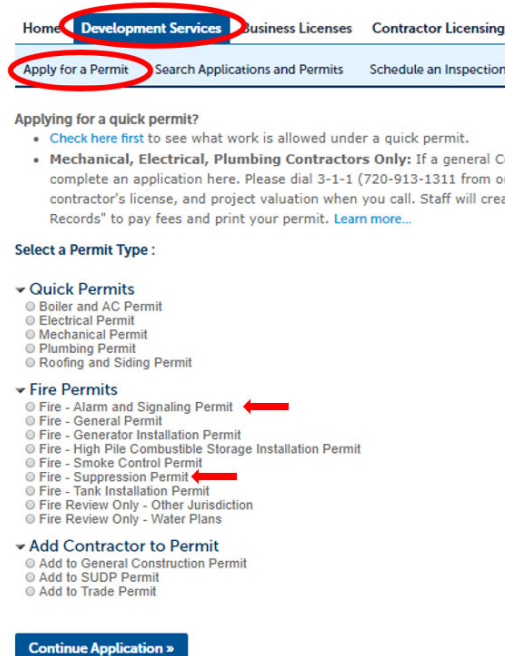
First submittal of fire alarm shop drawings

 S1 – 20171201 – 201 W Colfax – FA Shop Dwgs – DWGS.pdf

How to Submit

Visit the Denver Development Services E-Permit page at www.denvergov.org/epermits and sign in (you will need to create an account if not already existing). After signing in, click on “Apply for a Permit” under the “Development Services” tab and select “Alarm and Signaling” or “Fire Suppression” as applicable. Enter information into the subsequent pages and upload the documents to be reviewed.

Denver's Permitting Center



Home **Development Services** Business Licenses Contractor Licensing

Apply for a Permit Search Applications and Permits Schedule an Inspection

Applying for a quick permit?

- Check here first to see what work is allowed under a quick permit.
- Mechanical, Electrical, Plumbing Contractors Only:** If a general C complete an application here. Please dial 3-1-1 (720-913-1311 from o contractor's license, and project valuation when you call. Staff will crea Records" to pay fees and print your permit. [Learn more...](#)

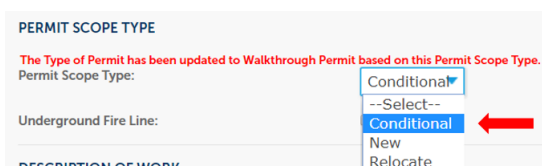
Select a Permit Type :

- Quick Permits
 - Boiler and AC Permit
 - Electrical Permit
 - Mechanical Permit
 - Plumbing Permit
 - Roofing and Siding Permit
- Fire Permits
 - Fire - Alarm and Signaling Permit ←
 - Fire - General Permit
 - Fire - Generator Installation Permit
 - Fire - High Pile Combustible Storage Installation Permit
 - Fire - Smoke Control Permit ←
 - Fire - Suppression Permit ←
 - Fire - Tank Installation Permit
 - Fire Review Only - Other Jurisdiction
 - Fire Review Only - Water Plans
- Add Contractor to Permit
 - Add to General Construction Permit
 - Add to SUDP Permit
 - Add to Trade Permit

[Continue Application >](#)

After submitting the project you will be given a project number in the form 2019-FIRE-0000000 which you can use to track the status of the review, retrieve approved documents, and if necessary resubmit documents. Where the submittal is declined and email will be sent indicating correction items and instructions how to resubmit documents using the same project number.

Conditional and conduit only permits follow the same submittal process noted above however drawings must be submitted for Log-In review and Log-in fees paid prior to requesting conditional or conduit only permits. “Conditional” or “Conduit Only” can be selected as shown below on the sprinkler or fire alarm application; note the Type of Permit Review is automatically set to walkthrough permit when selecting these permit types. Do not submit shop drawings for Conditional or Conduit only permits.



PERMIT SCOPE TYPE

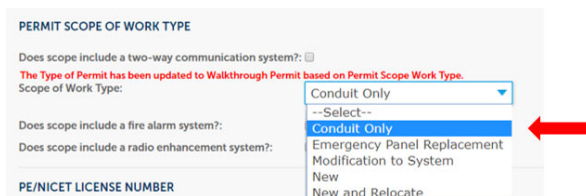
The Type of Permit has been updated to Walkthrough Permit based on this Permit Scope Type.

Permit Scope Type:

Underground Fire Line:

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DESCRIPTION OF WORK



PERMIT SCOPE OF WORK TYPE

Does scope include a two-way communication system?:

The Type of Permit has been updated to Walkthrough Permit based on Permit Scope Work Type.

Scope of Work Type:

Does scope include a fire alarm system?:

Does scope include a radio enhancement system?:

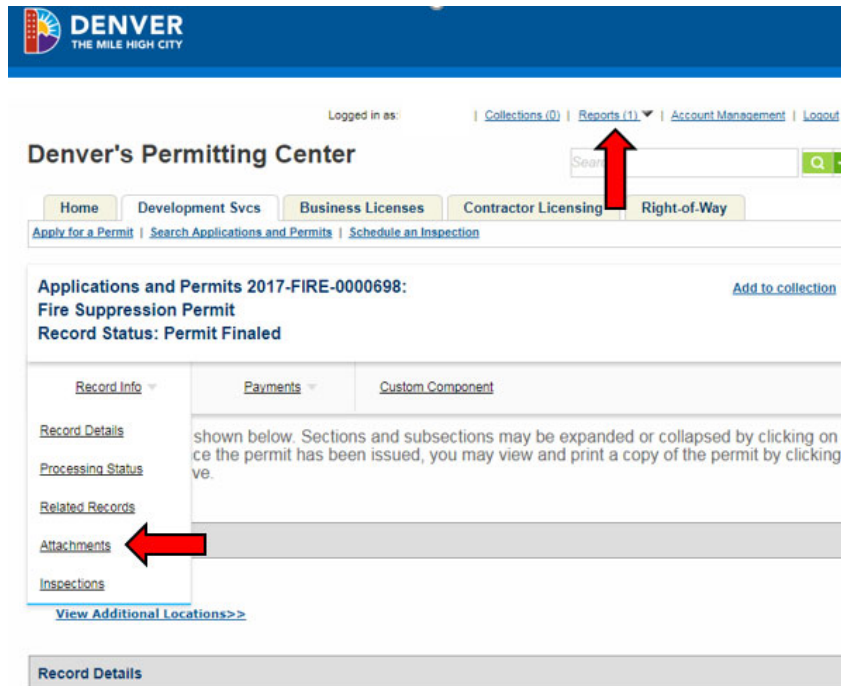
PERM/NICET LICENSE NUMBER

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Permit Issuance

The applicant will receive an email when the permit submittal is approved. This email will include instructions on permit fee payments. Once the permit fee is paid, the permit, approved drawings, and other documents can be downloaded at www.denvergov.org/epermits.

After logging into the epermit system and searching using the project number, the permit can be downloaded at the “Reports” link at top of the page indicated below in red. A copy of the permit must be printed and posted at the construction site. Any attached documents to the permit record such as approved drawings, calculations, plan reviews, etc can be downloaded under the “Record Info” drop down menu by selecting “Attachments” indicated below in red.



The screenshot shows the Denver's Permitting Center interface. At the top, there is a navigation bar with the Denver logo and the text "DENVER THE MILE HIGH CITY". Below this, there is a user login area with "Logged in as:" and links for "Collections (0)", "Reports (1)", "Account Management", and "Logout". The main heading is "Denver's Permitting Center" with a search bar. Below the heading, there are tabs for "Home", "Development Svcs", "Business Licenses", "Contractor Licensing", and "Right-of-Way". A red arrow points to the "Reports (1)" link in the top navigation. Below the tabs, there are links for "Apply for a Permit", "Search Applications and Permits", and "Schedule an Inspection". The main content area shows "Applications and Permits 2017-FIRE-0000698: Fire Suppression Permit" with a status of "Permit Finaled" and an "Add to collection" link. Below this, there is a dropdown menu for "Record Info" with options for "Record Details", "Processing Status", "Related Records", "Attachments", and "Inspections". A red arrow points to the "Attachments" option. At the bottom, there is a "View Additional Locations>>" link and a "Record Details" section.

Onsite Construction Drawings

The Contractor is responsible for printing one full size hard copy set of the approved documents, available at www.denvergov.org/epermits. These drawings are known as the Contractor's Set as per the 2016 DBC Section 132.5 and shall be available onsite at all times for inspection. Failure to provide these documents will immediately result in the cancelation of the site visit / inspection and the Contractor is responsible for all payments for any re-inspection.