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## PROCEDURE CHANGE IN SPRINKLER PERMIT APPLICATIONS FOR UNDER 20 SPRINKLERS

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The City is changing procedures for sprinkler permit application reviews. Before a sprinkler system is installed or altered, the current Vancouver Building Bylaw requires plans showing full details of the proposed sprinkler system and essential details of the building where it will be installed drawn to an indicated scale. These changes are required to provide information for the inspection, and a record showing that changes have not compromised the sprinkler system. For minor alterations to a system consisting of adding or relocating less than 20 sprinklers, the City has relaxed requirements as outlined below.

Changes to the sprinkler permit application review are as follows, and examples are available at [vancouver.ca/sprinkler-permit](http://vancouver.ca/sprinkler-permit):

1. You now need to submit a plan sketch with relevant details of the sprinkler system and essential details of the building in which it will be installed.
2. If you are replacing existing sprinklers, you need to submit a letter sealed by a Professional Engineer detailing the changes in sprinklers. This letter must include the make, model, temperature and K Factor, for both existing and replacement sprinklers, sprinkler contractor contact information, as well as state that the changes in sprinklers will not affect the performance of the existing system. If the sprinklers are equivalent in performance, we will be able to issue the permit without further review; if not, a full plan review will be required.

For complete and correct applications for minor renovations relocating or adding fewer than 20 sprinklers; returning a building to its shell; or a one- or two-family dwelling with maximum site size of ½ acre or 2,000 square metres, we may be able to issue a permit without further review.

All other applications will be sent for full plan review.

If you are submitting your Sprinkler Permit Application online, and it requires drawings and/or documents requiring an original seal from a Professional Engineer, be sure to include the project reference on the drawing itself, as well as the permit application number. Deliver completed applications and drawings to:

Development and Building Services Centre  
515 West 10<sup>th</sup> Avenue  
Vancouver, BC V5Z 4A8

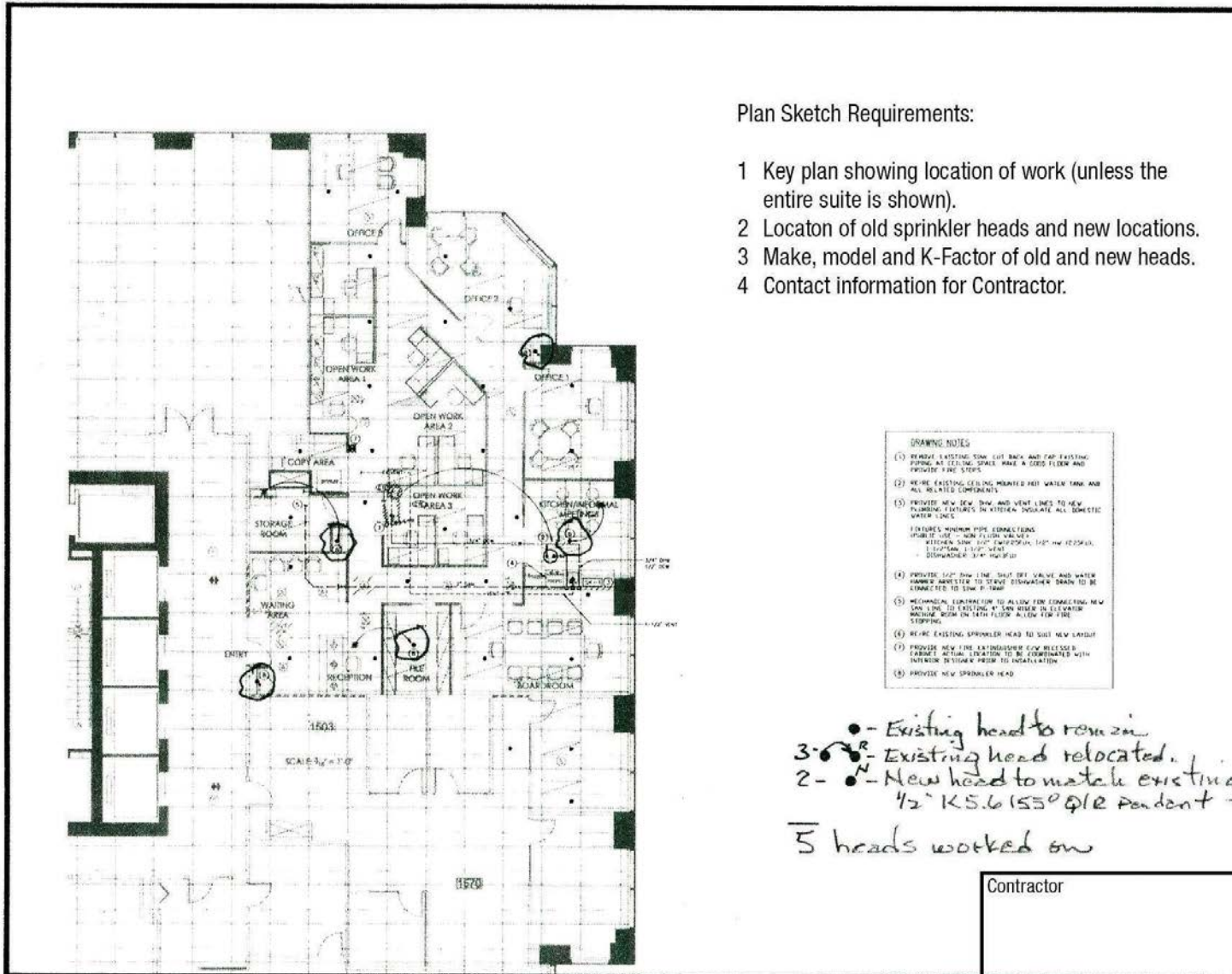
For details on submitting applications please refer to [vancouver.ca/sprinkler-permit](http://vancouver.ca/sprinkler-permit).

(Sgd.) P. Ryan, P.Eng.  
\_\_\_\_\_  
ASSISTANT DIRECTOR, BUILDING,  
PLANNING AND DEVELOPMENT SERVICES

(Sgd.) W. White  
\_\_\_\_\_  
DEPUTY CITY ELECTRICIAN,  
MANAGER, TRADES INSPECTION,  
COMMUNITY SERVICES

Attachments

DOC/2014/314529



Plan Sketch Requirements:

- 1 Key plan showing location of work (unless the entire suite is shown).
- 2 Location of old sprinkler heads and new locations.
- 3 Make, model and K-Factor of old and new heads.
- 4 Contact information for Contractor.

**DRAWING NOTES**

- (1) REMOVE EXISTING SINK, CUT BACK AND CAP EXISTING PIPING AT CEILING. STAIN. MAKE A GOOD FLOOR AND PROVIDE FINE SINKS.
- (2) RE-PIPE EXISTING CEILING MOUNTED HOT WATER TANK AND ALL RELATED COMPONENTS.
- (3) PROVIDE NEW DRY, SNAW AND VENT LINES TO NEW PLUMBING FIXTURES IN KITCHEN. INDICATE ALL DOMESTIC WATER LINES.
- (4) PROVIDE MECHANICAL EXHAUST FAN CONNECTIONS TO EXISTING SINK, HOT WATER TANK, 120V AND REFRIG. EQUIPMENT, 115V VENT - DISMANTLER 3/4" HUB/SPIN.
- (5) PROVIDE SFP SHW LINE, SHUT OFF VALVE AND WATER HAMMER ARRESTER TO SERVICE DISHWASHER. DRAIN TO BE CONNECTED TO SNAW P-TANK.
- (6) MECHANICAL EXHAUST FAN TO ALLOW FAN EXHAUSTING NEW SNAW LINE TO EXISTING MECHANICAL EXHAUST ROOM ON 4TH FLOOR. ALLOW FAN FIRE STOPPING.
- (7) RE-PIPE EXISTING SPRINKLER HEAD TO SUIT NEW LAYOUT.
- (8) PROVIDE NEW FIRE EXTINGUISHER CABINET. CABINET ACTUAL LOCATION TO BE COORDINATED WITH OUTSIDE BUSINESS PRIOR TO INSTALLATION.
- (9) PROVIDE NEW SPRINKLER HEAD.

● - Existing head to remain  
 3- ● - Existing head relocated.  
 2- ● - New head to match existing  
 1/2" K5.6 155° Q/R Pendant  
 5 heads worked on

Contractor

THIS DRAWING AND PROPOSAL ARE THE EXCLUSIVE PROPERTY OF [redacted] AND CANNOT BE USED OR REPRODUCED WITHOUT WRITTEN PERMISSION. WRITTEN DIMENSIONS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS ON THE JOB AND THIS OFFICE SHALL BE INFORMED OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN ON THE DRAWING.

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	ISSUED FOR REVIEW	JUNE 27, 2014	
No.	ISSUE/REVISION	Date	



Drawn	DK	Project No.	14-133
Appr.	BY	Drawing No.	
Date	June 20, 2014		M-3
Scale	AS NOTED		

Company  
Address  
City, Province Postal Code  
e: \_\_\_\_\_@\_\_\_\_\_.ca  
p: \*\*\*-\*\*\*-\*\*\*\* | c: \*\*\*-\*\*\*-\*\*\*\*

Date

City of Vancouver  
Development & Building Services Centre  
515 West 10th Avenue  
Vancouver, BC  
V5Z 4A8

Attention: Trades Counter

Re: Project Address

This letter is for the replacement of sprinkler heads to conform to the requirements of NFPA 25 (Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems).

The work will involve replacing the existing <<describe sprinkler make, model, temp, and K-Factor formula for fire sprinklers>> on <<insert location>> with <<describe sprinkler make, model, temp, and K-Factor formula for fire sprinklers>>.

Because the new sprinkler heads have the same design requirements as the old, no changes in design are required. This work will be completed by <<insert Sprinkler Contractor>>.

Please contact the undersigned should you have any questions.

Yours truly

Signed and Sealed by  
Professional Engineer