

Commercial Fire Suppression Permit Submittal Checklist

Required Information

- A completed Fire Suppression Permit Application form with a clear description of work and valuation;
- Floor plans indicating the use of all rooms with a bar scale on each sheet;
- Plans should be stamped by an Architect or Engineer registered and licensed to practice in the State of Oregon (may be waived upon approval for minor work). **A deferred submittal notation by the design professional of record will satisfy this requirement.**
- Documents for deferred submittal items should be submitted to the registered design professional in responsible charge who will review them and forward them to the Building Official at Permits@Hillsboro-Oregon.gov with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building;
- Locations of existing and new sprinklers with head type, pipe size and type, and riser size and location;
- Remote areas identified and nodes matching hydraulic calculations identified from all remote area heads to the bottom of riser;
- Manufacturers' model numbers for each type of sprinkler, device and material;
- A design summary with the hazard classification, storage commodity, density graph and/or specific NFPA 13 basis of design as applicable;
- Riser details;
- Building cross section showing ceiling heights and slopes;
- Exterior water supply plan showing location and size of pipes to the water source with nodes matching the hydraulic calculations;
- A signed fire hydrant flow test report from the Water Department that is dated not more than 1 year before application;
- Hydraulic calculations;
- Manufacturers cut sheets and list information for equipment, devices and materials.

Development Services & Permitting Center

Email Permits@Hillsboro-Oregon.gov Phone 503-681-6153 Fax 503-681-5250 Web Hillsboro-Oregon.gov/Permits