



Town of Brookhaven Division of Fire Prevention



Permit Submission Requirements

Revision 07/11/2016 v.3

Christopher J. Mehrman

Chief Fire Marshal

New Construction / Interior Alterations:

- Completed Fire Prevention Application FP-10 with appropriate fee.
- Agent affidavit form (signed and notarized)
- Three (3) sets of drawings, including code analysis, bearing the stamp / seal (& signed) of the design professional of record.
- Proof of an approved site plan (new construction / additions to existing buildings)

Fire Detection Systems and Combination Fire & Carbon Monoxide Systems: New Installations / Significant Alterations.

- Completed Fire Prevention Application FP-10 with appropriate fee.
- Agent affidavit form (signed and notarized)
- Two (2) sets of drawings, bearing the stamp / seal (& signed) of the design professional of record. Drawings shall be a minimum of 1/8 scale. HVAC zones shall be clearly depicted.
- One (1) set of device manufacturer specification sheets (cut sheets).
- One (1) set of battery calculations
- One (1) copy of the installers New York State Fire Alarm License. Note: Master Electricians must have either NYS Fire Alarm License or Registration per NYS DOS.
- Proof of installer's certification or approval from the system(s) manufacturer indicating the installer is factory trained and/or certified/authorized for the specific brand/model of system and/or components being installed.

*Minor fire alarm additions / alteration contact this office prior for additional information

Carbon Monoxide System (Stand Alone)

- Completed Fire Prevention Application FP-10 with appropriate fee.
- Agent affidavit form (signed and notarized)

- Two (2) sets of drawings, bearing the stamp / seal (& signed) of the design professional of record. Drawings shall be a minimum of 1/8 scale. HVAC zones shall be clearly depicted.
- One (1) set of device manufacturer specification sheets (cut sheets).
- One (1) set of battery calculations
- One (1) copy of the installers New York State Fire Alarm License. Note: Master Electricians must have either NYS Fire Alarm License or Registration per NYS DOS.
- Proof of installer's certification or approval from the system(s) manufacturer indicating the installer is factory trained and/or certified/authorized for the specific brand/model of system and/or components being installed.

*Minor fire alarm additions / alteration contact this office for additional information

Carbon Monoxide Devices - Interconnection with approved existing Fire Detection System

- Completed Fire Prevention Application FP-10 with appropriate fee.
- Agent affidavit form (signed and notarized)
- Two (2) sets of drawings, bearing the stamp / seal (& signed) of the design professional of record. Drawings shall be a minimum of 1/8 scale. HVAC zones shall be clearly depicted.
- Proof of installer's certification or approval from the system(s) manufacturer indicating the installer is factory trained and/or certified/authorized for the specific brand/model of system and/or components being installed.

Carbon Monoxide Devices - Interconnection with approved existing Fire Detection System (continued from previous page)

- One (1) set of device manufacturer specification sheets (cut sheets).
- One (1) set of battery calculations
- One (1) copy of the installers New York State Fire Alarm License. Note: Master Electricians must have either NYS Fire Alarm License or Registration per NYS DOS.
- Proof of installer's certification or approval from the system(s) manufacturer indicating the installer is factory trained and/or certified/authorized for the specific brand/model of system and/or components being installed.

*Minor fire alarm additions / alterations contact this office prior for additional information

Buildings/structures where carbon monoxide detection and associated components are being interconnected with an existing approved fire alarm system, and where the building is a single occupancy, and where installation of five (5) or fewer carbon monoxide devices is required for adequate protection, a statement of work submitted by the installer to the Division of Fire Prevention on a form prescribed by the Chief Fire Marshal will be accepted in lieu of drawings. This statement of work form can be found on our website.

Fire Sprinkler Systems:

- Completed Fire Prevention Application FP-10 with appropriate fee.
 - Agent affidavit form (signed and notarized)
 - Two (2) sets of drawings, bearing the stamp / seal (& signed) of the design professional of record. Drawings shall be a minimum of 1/8 scale.
 - One (1) set of hydraulic calculations with Suffolk County Water Authority Flow Test Letter (SCWA flow test shall have been performed within 18 months of the date of submission).
 - One (1) copy of the installers Suffolk County Plumber's License.
 - One (1) set of device manufacturer specification sheets (cut sheets) for heads, valves, unions, etc.
- *Minor fire sprinkler additions / alterations, please contact this office prior to submitting for additional information and requirements.

If a new installation; a valid Fire Service Main installation permit from the Division of Fire Prevention, is required, prior to the issuance of a permit for the installation of a fire sprinkler system.

Fire Service Main: (Also refer to TOB Fire Service Main / Hydrant Requirements)

- Completed Fire Prevention Application FP-10 with the appropriate fee.
- Agent affidavit form (signed and notarized).
- One (1) set of hydraulic calculations (**Tap in street to the base of the riser**) with Suffolk County Water Authority Flow Test Letter (SCWA flow test shall have been performed within 18 months of the date of submission).
- Two (2) sets of drawings, bearing the stamp / seal (& signed) of the design professional of record. Drawings shall be a minimum of 1/8 scale.
- One (1) set of device manufacturer specification sheets (cut sheets) for heads, valves, unions, etc.
- One (1) copy of the installers Suffolk County Plumber's License

Kitchen Exhaust Hood & Duct Systems:

- Completed Fire Prevention Application FP-10 with the appropriate fee.
- Agent affidavit form (signed and notarized)
- Two (2) sets of drawings, bearing the stamp / seal (& signed) of the design professional of record. Drawings shall be a minimum of 1/8 scale.
- Manufacturer's Data Sheet if Hood is UL710 or equivalent.

Fire Extinguishing System:

- Completed Fire Prevention Application FP-10 with the appropriate fee.
- Agent affidavit form (signed and notarized)
- Two (2) sets of drawings, bearing the stamp / seal (& signed) of the design professional of record. Drawings shall be a minimum of 1/8 scale.
- One (1) copy of manufacturer's Installer certificate.
- One (1) copy of Suffolk County Extinguisher Installers License.

Liquefied Petroleum Gas: (Installation of tanks and associated piping in excess of 100 gallons)

- Completed Fire Prevention Application FP-10 with the appropriate fee.
- Agent affidavit form (signed and notarized)
- Two (2) Plot Plans

Flammable / Combustible Liquid Tanks:

- Completed Fire Prevention Application FP-10 with the appropriate fee.
- Agent affidavit form (signed and notarized)
- Three (3) sets of drawings, bearing the stamp / seal (& signed) of the design professional of record and proof of Suffolk County Health Dept. approval. Drawings shall be a minimum of 1/8 scale.
- Proof of approved site plan (new installations).

Key Lock Box / Information Storage Cabinet:

- Completed Fire Prevention Application FP-10 with the appropriate fee.
- Agent affidavit form (signed and notarized).
- Documentation indicating address of proposed installation.

Failure to provide the required documentation and fees at the time of submission will result in the rejection of the submission.

Should it be determined that information is missing after the submission is accepted, the submission may be denied and returned without permit / permission issued.

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