



North Liberty Fire Department

Rules and Regulations for Fire Alarm & Fire Protection Contractors

Fire Protection & Fire Alarm Contractor Registration/Permitting Program:

Effective August 2011, all Fire Protection and/or Fire Alarm contractors performing work in North Liberty must register their company and obtain a City of North Liberty Fire Protection & Fire Alarm Contractor Operating Permit. This includes designing, installing (mounting devices and pulling wires), maintaining, altering, add to or repairing any fire suppression systems, fire alarm & detection systems or fire extinguishers. This registration is required in addition to any other license issued by the City of North Liberty. The operational permit is issued annually from July 1st through June 30th and the fee for the registration is \$100 per year. This fee is not prorated. Registered fire protection & fire alarm contractors will be published on the North Liberty Fire Department's website.

Operational permits will be administered and issued through the city's permit software; Iworq.

Current Adopted Codes:

The City of North Liberty is currently enforcing the **2018 International Building & Fire Code** with local amendments which can be found on our webpage; <https://nlfire.org/business/codes/>

The City of North Liberty has tentatively set an adoption date for the **2021 International Building & Fire Code** by September 1, 2023.

Effective January 1st, 2021, the City of North Liberty has adopted the following versions of NFPA:

- NFPA 10 2018 Edition
- NFPA 13, 13D and 13R 2019 Edition
- NFPA 14 2019 Edition
- NFPA 17A 2021 Edition
- NFPA 20 2019 Edition
- NFPA 22 2018 Edition
- NFPA 25 2017 Edition
- NFPA 70 / NEC 2020 Edition
- NFPA 72 2019 Edition
- NFPA 96 2021 Edition

***Effective January 1st, 2024**, the City of North Liberty will adopt the following versions of NFPA:

- NFPA 10 2022 Edition
- NFPA 13, 13D and 13R 2022 Edition
- NFPA 14 2019 Edition
- NFPA 17A 2021 Edition
- NFPA 20 2022 Edition
- NFPA 22 2023 Edition
- NFPA 25 2023 Edition
- NFPA 70 / NEC 2020 Edition
- NFPA 72 2022 Edition
- NFPA 96 2021 Edition

Construction Permits:

A construction permit is required prior to installation of, **any** modification of and or removal from service any automatic fire extinguishing system, fire alarm and detection system, fire pumps, private fire hydrants, standpipe systems and related equipment. All permit submittals shall be reviewed, fees paid, and permit issued to any work being performed. Maintenance performed in accordance with the code is not considered a modification and does not require a permit.

In accordance with the 2018 International Fire Code, Section 106.3, A person who commences any work, activity or operation regulated by this code before obtaining the necessary permits shall be subject to an additional fee established by the applicable governing authority, which shall be in addition to the required permit fees. Fee established is double the permit fee.

Permit Fees:

Adopted fee schedule can be found on our web page; <https://nlfire.org/business/permits-plans-review/>

* The City of North Liberty is currently evaluating an updated fee schedule. If updated and once adopted, the revised fee schedule will be sent to all contractors.

Automatic Sprinkler Systems	\$75 + \$2 per Sprinkler Head
Kitchen Hood Suppression Systems	\$75 per System
Alternative Automatic Fire-Extinguishing Systems	\$75 + \$0.50/lb. of Agent.
Fire Alarm & Detection Equipment	\$75 + \$2 per Warning & Initiating Device
Standpipe System	\$75 per Standpipe Riser
Fire Pump	\$75 per Fire Pump
Failure to secure a permit prior to work fee	Double Listed Permit Fee

Permit Fee includes permit, plans review, and final inspection/acceptance testing. Re-inspections for permits will be \$25/hr., 1 hour minimum. If Third party review is required, the associated third-party fees and review is in addition to the City of North Liberty permit fee and review. See third party requirements for more information.

Permit Submittals:

Permits, plans and submittal documents are required to be submitted online.

All permits must include a City of North Liberty Permit Application, plans and all required submittal documents.

Permit documents can be found on our web page; <https://nlfire.org/business/permits-plans-review/>

Submittal Instructions:

1. Visit:
<https://nlfire.org/business/permits-plans-review/> -or-
<https://portal.iworq.net/NORTHLIBERTY/new-permit/600/418>
2. Attach Plans and Required Documents (See Below)

Once the permit submittal is received and imported into the system, an email will be sent with a link for online payment. Permits will not be issued until payment is made.

Plan Requirements:

Plans shall be stamped and approved by a qualified person with a minimum (NICET) level III certification or licensed life safety system engineer. Plans that do not have a NICET III stamp on them will not be reviewed. The construction documents shall show in detail that it will conform to the provisions of the current adopted International Fire Code, current adopted NFPA edition and all other relevant laws, ordinances, rules and regulations. It shall be the responsibility of the applicant to ensure that the construction documents include all of the fire protection requirements and the shop drawings are complete and in compliance with the applicable codes and standards.

Construction documents will be reviewed by the Fire Department with the intent that such construction documents comply in all respects with the International Fire Code and other applicable codes and standards. Plans reviewed by the Fire Department shall not relieve the applicant of the responsibility of compliance with the code. Where field conditions necessitate any substantial change from the reviewed construction documents, the Fire Department shall be notified prior to the change shall have the authority to require the corrected construction documents to be submitted for review.

Plan submittals missing required information will delay the review processing time and permit issuance.

Fire Alarm Plans/Submittals:

- PDF file. Other file formats must be approved prior to submittal.
- Plans must be to scale (minimum 1/8"=1') and include a scope of work outlining details of the project.
- Plans must show job name and address.
- Plans must show design to current building & fire code and NFPA standard(s).
- Plans must show Sequence of Operations.
- Plans must have the contractors name, address, and phone number.
- Plans must have the designers name, NICET number and digital/physical signature.
- Plans must include minimum sound/audibility levels for each space based on the occupancy type.
- All wiring information must be shown on the plans including size, type, and all point to point wire runs.
- Cut sheets must be provided and products used must be indicated (highlighted).
- Specific details must be provided regarding the offsite monitoring of the system including type and means of transmission, complete name and location of receiving station.
- Complete battery back-up calculations must be provided that clearly indicates battery size to be provided.
- Voltage drop calculations for notification devices must be provided.
- Reference NFPA 72 & IFC Section 907.1.1 for additional submittal requirements.

Fire Sprinkler Plans/Submittals:

9 Sprinkler Heads or Less (modification, removal or addition only)

- Owner's Certificate
- Letter of scope, Include:
 - Location of work.
 - Number of sprinkler heads.
 - Make, type, model, and nominal K-factor of sprinklers, including sprinkler identification number.
 - Designed hazard classification/Density.
 - Change in hazard classifications from original design will require updated hydraulic calculations.

10 Sprinkler Heads or More (modification, removal or addition)

New Installations (regardless of sprinkler head count)

- PDF file. Other file formats must be approved prior to submittal.
- Owner's Certificate
- Hydraulic calculations must clearly show the friction loss for the backflow preventer and include a water supply graph.
- Plans must be to scale (minimum 1/8"=1') and clearly indicate work to be done.
- Plan must show the job name and address.
- Plans must show design to current building & fire code and NFPA standard(s).
- Plans must have the contractors name, address, and phone number.
- Plans must have the designers name, NICET number and digital/physical signature.
- The specific type and quantity of sprinklers must be provided on every page.
- Cut sheets for all sprinklers, valves, etc. must be included and specific products used must be indicated (highlighted).
- Fire hydrant flow test information must be dated. Test information must have been complete within the past 90 days (flow hydrant should be indicated on site plan).
- All hydraulic node points must be clearly shown on the drawings.
- All ceiling information including soffits, heights, construction type, slope, etc. must be shown and noted with cross section detailed on the plans.
- Specific code sections (for density or design area reductions) and storage information must be provided.
- A scaled site plan clearly showing the building fire department connection location and fire hydrant locations must be provided.
- Each item required by NFPA 13:23.1.1 shall be shown on the plans

Kitchen Hood Suppression System Plans/Submittals:

- PDF file. Other file formats must be approved prior to submittal.
- Plans must be to scale (minimum 1/8"=1') and include a scope of work outlining details of the project.
- Plans must show job name and address.
- Plans must have the contractors name, address, and phone number.
- Specific information and manufacturers UL listing must be provided for all hoods.
- Cut sheets must be provided for all nozzles and equipment to be used.
- Include electronic copy of manufacturer's installation manual.
- Show pipe size and pipe lengths.
- The tank size and flow point count must be noted on the plans.
- Show dimensions for all equipment, hood and plenum.
- Show allowable distance from nozzle to appliance according to manufacturer.
- A plan view of the kitchen must show the hood, tank, and pull station locations.
- The plans must clearly show the type of nozzles to be used and show the mounting height, and aiming point for each.
- Reference NFPA 17A (2017 Edition) for additional submittal requirements.

Third Party Plans Review:

As outlined in Section 106.2 of the International Fire Code, the North Liberty Fire Department at our discretion shall send plans to an outside agency for review. The fire code official shall choose the plans review agency, which currently is Lund Fire Protection. The applicant shall pay all fees associated with the third party plan review directly to the third party plan reviewer. The fees associated with the third party plan review are in addition to the North Liberty Fire Department permit fees and/or the State of Iowa Fire Marshal permit fees. Please contact the North Liberty Fire Department if bidding a project and want to know if a third party plan reviewer will be utilized for your project. A certificate of occupancy shall not be issued until the review fees have been paid.

Third Party Submittal Information:

<https://nlfire.org/business/permits-plans-review/>

The following required or non-required installations will be required to be reviewed by NLFD **and** our third party review agency:

- Fire alarm system with intelligible voice communications.
- Fire alarm system with 200 or more initiating devices.
- Fire alarm system for buildings 10,001 square feet or larger.
- Fire alarm system for deluge and pre-action sprinkler systems.
- NFPA 13/13R Fire sprinkler system with a fire pump.
- NFPA 13/13R Fire sprinkler system with a standpipe system.
- NFPA 13/13R Fire sprinkler system with 250 or more sprinkler heads.
- NFPA 13/13R Fire sprinkler system for buildings 10,001 square feet or larger.
- NFPA 13 Fire sprinkler system with single and dual hazard deluge and pre-action design.
- NFPA 13 Fire sprinkler system with early suppression fast response (ESFR) design.
- NFPA 13 Fire sprinkler system designed for storages applications (NFPA Chapters 12-20).
- NFPA 13 Fire sprinkler system requiring seismic protection.
- Manual Standpipe system.
- Kitchen hood Suppression system.
- Special hazard suppression systems (Clean Agent, CO2, DryChem, Etc.).
- Explosion/Dust Prevention Systems.
- Smoke Control/Evac Systems.

Licensed Installers:

Fire alarm companies, fire extinguishing companies & electrical contractors shall be licensed by the State of Iowa. Proof of license is required to be submitted with the permit if a copy has not already been submitted. Installers are required by the State of Iowa to have their state license in their possession at all times on the job site. We do conduct random checks. Any work performed by an unlicensed/expired designer, installer or inspector will not be accepted.

Inspection Reports/Records:

All fire alarm, fire protection, fire extinguishing, kitchen hood suppression and kitchen hood exhaust inspection/cleaning reports shall be submitted online to the Compliance Engine. The inspection report shall be submitted within 30 days of completion. Reports submitted to Brycer after 30 days from the time of inspection will be subject to double the submittal fee assessed at the time of submittal.

Register Your Company or Submit Inspections: <http://www.thecomplianceengine.com/>

Questions or Issues with the Compliance Engine, Please Contact:

Lee O'Hara @ (630)413-9171 or lohara@mybrycer.com

Systems Out of Service:

Where a required *fire protection system* is out of service, the fire department and the *fire code official* shall be notified immediately and, where required by the *fire code official*, the building shall be either evacuated or an *approved* fire watch shall be provided for all occupants left unprotected by the shutdown until the *fire protection system* has been returned to service.

Termination of Monitoring Services:

For fire alarm systems required to be monitored by this code, notice shall be made to the *fire code official* whenever alarm monitoring services are terminated. Notice shall be made in writing or can be emailed to bhardin@northlibertyiowa.org by the provider of the monitoring service being terminated.



BRYAN HARDIN

ASSISTANT CHIEF / FIRE MARSHAL

(319) 626-5709 office

(319) 321-8395 mobile

bhardin@northlibertyiowa.org

25 W. Cherry St.,
North Liberty, IA 52317