



North Liberty Fire Department

2026-2027 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.

Operational permits are issued annually and are valid from **July 1 through June 30**. The **registration fee is \$100 per year** and is **not prorated**.

Registered fire protection and fire alarm contractors will be listed on the **North Liberty Fire Department's website**.

<https://nlfire.org/contractors/>

Operational permits are managed and issued through the City's permit software, **iWorQ**.

Current Adopted Codes:

The City of North Liberty is currently enforcing the **2021 International Building Code** and **2021 International Fire Code**, with local fire code amendments which can be found on our website.

*Note: We plan on adopting the **2024 International Building Code** and **2024 International Fire Code** by January 1st, 2027.

<https://nlfire.org/business/codes/>

Current Adopted NFPA Standards:

Effective July 1st, 2026, the City of North Liberty will adopt the following versions:

- NFPA 10 2026 Edition
- NFPA 13, 13D and 13R 2025 Edition
- NFPA 14 2024 Edition
- NFPA 17A 2024 Edition
- NFPA 20 2025 Edition
- NFPA 22 2023 Edition
- NFPA 24 2025 Edition
- NFPA 25 2026 Edition
- NFPA 70 / NEC 2023 Edition
- NFPA 72 2025 Edition
- NFPA 96 2024 Edition

The current adopted **NFPA standards** can be found on our website:

<https://nlfire.org/business/codes/>

⚠ Ensure all submitted plans are designed to and list the applicable edition of the International Fire Code and NFPA standards.

Construction Permits:

A **construction permit** is required **prior** to the installation, any modification of, or removal from service of the following fire protection systems and equipment:

- Automatic fire extinguishing systems
- Fire alarm and detection systems
- Fire pumps
- Private fire hydrants
- Standpipe systems
- Related fire protection equipment

All permit submittals must be **reviewed, approved, applicable fees paid, and a permit issued** before any work may begin.

Note: Maintenance performed in accordance with the applicable code is **not considered a modification** and **does not require a permit**.

Work Without a Permit:

In accordance with the **2021 International Fire Code, Section 107.4:**

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.

The City of North Liberty has established this additional fee as **double the permit fee**.

Permit Fees:

The **adopted fee schedule** is available on our webpage:

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

System or Equipment

<u>System or Equipment</u>	<u>Fee</u>
• Automatic Sprinkler Systems	\$125 + \$2.00 per sprinkler head
• Kitchen Hood Suppression Systems	\$125 per system
• Alternative Automatic Fire-Extinguishing Systems	\$125 + \$1.00 per lb. of agent
• Fire Alarm & Detection Equipment	\$125 + \$2.00 per notification & initiating device
• Standpipe System	\$125 per standpipe riser
• Fire Pump	\$125 per fire pump
• Failure to Secure a Permit Prior to Work	Double the listed permit fee *(This fee is in addition to the permit fee)

Fee Includes:

- Permit issuance
- Plans review
- Pre-concealment inspection, final inspection and acceptance testing

Re-Inspections:

- Repeated inspections may be subject to a re-inspection fee of \$100 per hour (1-hour minimum)

Third-Party Review (if required):

- Associated fees for third-party reviews are **in addition** to the City of North Liberty permit fees. See "Third-Party Requirements" for details.

Permit Submittals:

All **permits, plans, and submittal documents** are required to be submitted **online**.

Each permit application must include:

- A completed **City of North Liberty Permit Application**
- **Plans** for the proposed system or modification
- **All required submittal documents**

Permit documents and forms can be found on our webpage:

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

Submittal Instructions

Step 1: Visit one of the following links

- 🔗 <https://nlfire.org/business/permits-plans-review/>
or
- 🔗 <https://portal.iworq.net/NORTHLIBERTY/new-permit/600/418>

Step 2: Attach Plans and Required Documents

- Refer to the checklist on the permit page to ensure all necessary documents are included.

Once your permit submittal is received and imported into the system, you will receive an email with a **link for online payment**.

Permits will not be issued until payment is completed.

Plan Review Requirements:

All submitted fire alarm and fire protection plans must be stamped and approved by one of the following:

- A qualified person with a minimum NICET Level III certification in fire protection systems
- A licensed life safety system engineer

⚠️ Plans without a valid NICET Level III stamp or professional engineer seal with name and license number will not be reviewed.

Construction Document Requirements:

Submitted construction documents must clearly demonstrate compliance with:

- The **current adopted edition of the International Fire Code**
- The **current adopted NFPA standards**
- All **relevant laws, ordinances, rules, and regulations**

It is the **responsibility of the applicant** to ensure that:

- All fire protection requirements are fully documented
- Shop drawings are complete and in compliance with all applicable codes and standards

Plan Review Process:

- The Fire Department will review all construction documents with the intent that they comply with the applicable codes and standards.
- **Approval of plans by the Fire Department does not relieve the applicant** of the responsibility to comply with all applicable codes.
- If **field conditions require any substantial changes** from the reviewed documents, the applicant must **notify the Fire Department prior to implementing those changes**. Revised documents may be required for re-review.

Incomplete plan submittals will result in delays in review and permit issuance.

File Format Requirements:

- **All** plans must be submitted as PDF files.
- Any other file formats must be **pre-approved prior to submittal**.

Plan Review Requirements (Cont.):

Fire Alarm Plans/Submittals:

General Information

- Plans are to scale (minimum **1/8" = 1'**) or if another scale include graphical scale.
- **Scope of work** included with project details
- **Job name and address** shown on all plan sheets
- Compliance with **current Building & Fire Code** and **NFPA standards** clearly indicated
- **Contractor information** (name, address, phone number) listed
- **Designer name, NICET number, and digital or physical signature** included
- **Total number of devices for project** per type (Strobes, Horn/Strobes, Smoke Alarms, etc.)

Technical Details

- **Sequence of Operations or Input/Output Matrix** (matrix or narrative) included
- **Minimum sound/audibility levels** specified per occupancy type and space
- **Wiring details** shown:
 - Wire size
 - Wire type
 - Point-to-point wire runs clearly indicated
- **Cut sheets** for all devices provided
 - **Products used are highlighted**
- **Monitoring details** included:
 - Type and means of transmission
 - Name and location of off-site monitoring station
- **Battery backup calculations** provided, and battery size specified including 25% Safety Margin (derating factor)
- **Voltage drop calculations** for all notification circuits included

Required Documentation

- All documentation required by:
 - **NFPA 72, 2022 Edition, Chapter 7** Documentation
 - **International Fire Code, Section 907.1.2** Fire Alarm Shop Drawings

Plan Review Requirements (Cont.):

Fire Sprinkler Plans/Submittals:

9 Sprinkler Heads or Less for new Installations, Modification, Removal, or Additions:

General Information

- **Owner's Certificate**
- **Scope of work Letter**
 - Location of work
 - Number of sprinkler heads
 - Make, type, model, and nominal K-factor of sprinklers (include ID number)
 - Designed hazard classification/density
 - Updated hydraulic calculations (**if hazard classification has changed**)

Fire Sprinkler Plans/Submittals:

10 Sprinkler Heads or More for new Installations, Modification, Removal, or Additions:

General Information

- **Owner's Certificate**
- Plans are to scale (minimum **1/8" = 1'**) or if another scale include graphical scale.
- **Scope of work** included with project details
- **Job name and address** shown on all plan sheets
- Compliance with **current Building & Fire Code** and **NFPA standards** clearly indicated
- **Contractor information** (name, address, phone number) listed
- **Designer name, NICET number, and digital or physical signature** included

Technical Details

- **Flow test** provided.
 - Conducted within the **past 90 days** (flow hydrant indicated on site plan).
- **Hydraulic calculations** provided:
 - Friction loss for the backflow preventer and include a water supply graph.
- **Hydraulic calculations node points** clearly shown.
- **Hydraulic calculation Safety Margin** clearly shown:
 - **Minimum 10%, but not less than 5 psi** below the water supply flow test curve.
- **Specific type and quantity of sprinklers** must be provided on every page
- **Ceiling information** clearly shown:
 - Soffits,
 - Heights,
 - Construction
 - Type,
 - Slope,
 - Cross sections
- **Scaled site plan** clearly shown:
 - Building fire department connection location
 - Fire hydrant locations
- **Cut sheets** for all materials provided
 - **Products used are highlighted**

Required Documentation

- All documentation required by:
 - **NFPA 13, 2022 Edition, Chapter 28** Plans and Calculations
 - **NFPA 13R, 2022 Edition, Chapter 8** Plans and Calculations

Plan Review Requirements (Cont.):

Kitchen Hood Suppression System Plans/Submittals:

General Information

- Plans are to scale (minimum **1/8" = 1'**) or if another scale include graphical scale.
- **Scope of work** included with project details
- **Job name and address** shown on all plan sheets
- Compliance with **current Building & Fire Code** and **NFPA standards** clearly indicated
- **Contractor information** (name, address, phone number) listed

Technical Details

- **Manufacturer & Listing Information**
- **Installation Manual** electronic version shall be included.
- **West Chemical** amount clearly shown.
- **Pipe Details** clearly shown:
 - Pipe size
 - Pipe length
 - Arrangement
- **Tank Specifications** clearly shown:
 - Tank size
 - Flow point count
- **Equipment Dimensions** including height, length and depth clearly shown:
 - Hood (height, length and depth)
 - Plenum
 - Other related equipment
- **Nozzle Details** clearly shown:
 - Type of nozzles
 - Mounting height
 - Aiming point for each nozzle to its associated appliance per manufacturer
- **Detection Devices** clearly shown:
 - Location
 - Type
 - Temperature
- **Kitchen Plan View** clearly shown:
 - Hood(s)
 - Tank(s)
 - Pull station(s) location
- **Cut sheets** for all nozzles and system equipment.
 - **Products used are highlighted**

Required Documentation

- All documentation required by:
 - **NFPA 17A, 2024 Edition, Section 7.3** Plans

Third Party Plans Review:

In accordance with **Section 106.2 of the 2021 International Fire Code**, the North Liberty Fire Department reserves the right to forward plans to an outside agency for review at our discretion.

◆ **Third Party Reviewer**

The **fire code official** will designate the reviewing agency. Currently, the designated third-party review firm is: **Lund Fire Protection** <http://lundfp.com/>

◆ **Fees & Payment**

- The **applicant** is responsible for paying **all fees** associated with third-party plan review.
- These fees are **in addition to:**
 - North Liberty Fire Department permit fees
 - Any applicable **State of Iowa Fire Marshal permit fees**
- **Payments are made directly** to the third-party review agency.

⚠ **Important Note**

If you are bidding on a project and need to know whether third-party review will be required, **please contact the North Liberty Fire Department** for clarification.

The permit **will not be issued** until all third-party review fees have been paid in full.

Third Party Submittal Information:

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

The following **required and non-required fire alarm, fire protection and special hazard systems** shall be submitted for **review by the North Liberty Fire Department (NLFD)** and our **designated third-party review agency (Lund Fire Protection):**

Fire Alarm Systems

- Systems with **intelligible voice communications**
- Systems with **200 or more initiating devices**
- Systems serving buildings **10,001 square feet or larger**
- Systems connected to **deluge or pre-action sprinkler systems**

Fire Sprinkler Systems (NFPA 13/13R/13D)

- Systems that include a **fire pump**
- Systems that include a **standpipe system**
- Systems with **250 or more sprinkler heads**
- Systems for buildings **10,001 square feet or larger**
- Systems using **single or dual hazard deluge and pre-action design**
- Systems using **early suppression fast response (ESFR) design**
- Systems designed for **storage applications**
- Systems requiring **seismic protection**

Standpipe Systems

- Manual and automatic standpipe systems

Kitchen Hood & Special Suppression Systems

- Kitchen hood suppression systems
- Special hazard suppression systems, including:
 - Clean Agent
 - CO₂
 - Dry Chemical (DryChem)

Other Systems

- Explosion/dust prevention systems
- Smoke control/evacuation systems

Licensed Installers:

Fire alarm companies, fire extinguishing companies, and electrical contractors **must be licensed by the State of Iowa.**

- **Proof of license is required** with permit submittals unless previously provided.
 - Installers **must always carry or have access to their state license on the job site.**
 - **Random license checks are conducted** by the North Liberty Fire Department.
 - **Work completed by unlicensed or expired personnel** (designer, installer, or inspector) **will not be accepted.**
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Inspection Reports/Records:

All inspection reports for the following systems must be submitted **online to The Compliance Engine** within **30 days** of completion:

- Fire alarm systems
- Fire protection systems
- Fire extinguishing systems
- Kitchen hood suppression systems
- Kitchen hood exhaust cleaning

⚠ Late Fee Warning:

Reports submitted **after 30 days** from the inspection date are subject to **double the submittal fee.**

To Register or Submit Reports:

🔗 www.thecomplianceengine.com

For Support:

📞 Eric Menendez — (630) 701-6548

✉ npratt@mybrycer.com

Systems Out of Service:

When a required fire protection system is out of service:

- **Notify the Fire Department and Fire Code Official immediately.**
 - If directed by the Fire Code Official, either:
 - **Evacuate the building,** or
 - **Establish a fire watch** to protect all occupants while the system remains out of service.
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Termination of Monitoring Services:

In accordance with **Section 901.9 of the 2021 International Fire Code**, Termination of monitoring services, if **monitoring is terminated** for any fire alarm system:

- **The monitoring service provider must notify** the Fire Code Official.
 - Notice must be submitted **in writing** or by email prior to termination.
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Contact Information:

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