



BUILDING DEPARTMENT

CITY OF POUGHKEEPSIE
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601

Phone: (845) 451-4007 Fax: (845) 451-4006

Eric Philipp
Building Inspector

SPRINKLER-STANDPIPE PERMIT REQUIREMENTS

1. **PERMIT APPLICATION** – Filled out completely.
2. **PAYMENT** – Check made out to City of Poughkeepsie or EXACT amount.
Commercial (3 family and up): \$150; Residential (one and two family): \$75.00
3. **INSTALLER** – Copy of License of Installer
4. **AUTOMATIC NOTIFICATION** - Acknowledge that Sprinkler Systems must be Central Station monitored with automatic notification to Poughkeepsie Fire Department.
5. **NFPA 13, Chapter 23** – Refer to NFPA 13, Chapter 23 for Plans and Calculations.
6. **STAMPED PLANS** – Two (2) sets of stamped plans, hydraulic calculations and specifications must be attached, and comply with the NYS Fire Prevention & Building Codes and N.F.P.A. Standards 13-23.1.3. Working plans shall be drawn to an indicated scale (1/4" = 1'). [23.1.3 (32) graphic scale representation required on plans.]
7. **SIAMESE CONNECTION** – 2 ½ Inch NST Thread. All Fire Department Connections to be marked by function and areas covered.
8. **INFORMATIONAL SHEETS** – CPCV systems must include informational sheets on all parts of systems.
9. **NFPA 13-23.1.1** – Working plans shall be submitted for approval to the AHJ before any equipment is installed or remodeled.
10. **NFPA 13-23.1.2** – Deviation from approved plans shall require permission of the AHJ (in writing/email).
11. **REFER TO ALL SUBSECTIONS OF NFPA 13-23.1. (1-46) for additional requirements that pertain to project; Head types, coverage area, head to ceiling distance, non-covered areas, etc.**
12. **CHANGES** – Contact AHJ via writing/email.
13. **STAMPED PLANS** on site prior to rough-in.
14. **WALK THROUGH** to confirm that all work matches plans. Proper location of all heads and types, proper bracketing and hangers.
15. **CONFIRM** – by use of PFD fittings, that all FDCs, feeds and standpipe connections, are 2 ½" National Standard Threads (NST).
16. 2 hour, 200 PSI hydrostatic test of entire system including FDCs. 200 PSI, pump disconnected, fill location plugged. Photo of gauge and plug. +/- 5 PSI or by no visual leakage (NFPA 13, 10.10.2.2.2).
17. **CONFIRM** that all OSEY valves, tamper valves and flow switches are monitored by functional alarm devices.
18. **PROVIDE** – stamped/notarized Statement of Compliance letter and final, accurate plans. These must be received a minimum of 5 days prior to final inspection date.
19. **FINAL INSPECTION** – system complete. All caps, covers and parts, in place. FDC sign in proper location.
20. **ALARM SYSTEM ON LINE** – and conforms to NFPA 72, confirms transmission of activation to City of Poughkeepsie 911.
21. **TEST VALVE ACTIVATED** – flow switch activates alarm in 30 – 40 seconds and alarm transmission to Poughkeepsie Fire Department.