

COLORADO FIRE SUPPRESSION PROGRAM PLANS REVIEW & INSPECTION PROCEDURES

Plan Review Procedure

All registered Fire Suppression Program contractors must register project plans utilizing the new Plan Review Application—Suppression Permit form. This form is available via the Division of Fire Safety's website (www.dfs.state.co.us), by email request (steve.gasowski@cdps.state.co.us), or phone at 303-239-4669.

Note: If you are submitting a project that is located in a Public School, Junior College, or regulated Charter School, please refer to the DFS Public School Program for submittal guidelines.

For information on the Public School Program, please click the link:
<http://www.dfs.state.co.us/schools.htm>

The new procedures mentioned here are in addition to the requirements outlined in the Division's Fire Suppression Rules.

All fire suppression plans requiring a review and/or inspection shall be sent to the following address:

**Division of Fire Safety
Attn: Steve Gasowski
690 Kipling Street, Ste 2000
Lakewood, CO 80215**

For details of projects requiring a plan submittal, please refer to the Division's Fire Suppression Rules or our [FAQ page](#).

****Projects related to health or institutional care may require submittal to the State of Colorado Department of Health for additional review/inspection, please go to:**
<http://www.cdph.state.co.us/hf/pubguide.htm>

White-colored sections (Contractor Information, Building Details, and Project Details) of the Plan Review Application shall be completed in its entirety by the submitting agency.

The Plan Review Application shall accompany all project plans sent to the Division

Three (3) sets of construction drawings shall be submitted to the Division for review.

A minimum of one (1) set of product specifications and two (2) sets of hydraulic calculations shall accompany all project submittals.

****Note: An electronic set is also required for all project submittals.**

Once plans are reviewed, they will be sent back to the submitting suppression contractor with a DFS Plan Review Report and one of the following status indicators:

Approved: Plans meet the requirements/intent of the code and/or adopted Standards and all other submitted materials/calculations are approved as drawn. Work may proceed on the project.

Approved with Corrections: Plans meet the requirements/intent of the code and/or adopted Standards, but some minor deficiencies or missing information may have been found by the plan examiner. In general, work may proceed on the project but any and all “corrections” must be addressed before final project acceptance (e.g. certificate of occupancy issued). Example deficiencies include, but are not limited to, missing product specifications, sprinkler head location/spacing issues, incorrect temperature-ratings on sprinklers, or the request for more information.

Not Approved: Plans do not meet the requirements/intent of the adopted code or applicable Standards. Examples include, but are not limited to, major mistakes found in the project design, mistakes in the hydraulic calculations, or non-compliant materials specified. No work shall be performed on the project. Any and all plan deficiencies must be corrected and resubmitted to the Division for another review.

Denied: Examples include, but are not limited to, plans wherein the information cannot be interpreted, less than three sets submitted, missing Plan Review Application, or non-compliance with current Division Fire Suppression Rules. Contractors who are not currently registered in the State of Colorado Suppression Program will also fall under this category. No work shall be performed on the project.

Fire Suppression Contractors who are 90 days past due on any outstanding balance with the Division of Fire Safety shall also be subject to a “**Denied**” status of any submitted plans.

Once plans are approved, one set shall remain in the possession of the Division and one set shall be submitted to the local fire or building official where the project is physically located. Any changes to approved plans shall be submitted to both the Division of Fire Safety and the local jurisdiction before job completion.

Approved plans will be sent back to the submitting contractor accompanied with a red-colored, State of Colorado Fire System Permit. An example of this permit can be seen by clicking on the link below.

The Fire System Permit shall be posted at a visible/protected location on the project site at such time work is initiated and for the duration of the project.

An approved and signed set of plans shall be present on the project site at such time work is initiated and for the duration of the project. Approved plans shall be available to the certified fire inspector upon request.

Failure to comply with the above requirements shall result in plans receiving a “Denied” status. Plans being returned as “Denied” shall be subject to both a plan registration fee and a maximum of one (1) hour plan review fee to cover the Division’s time and expense.

Inspection Procedures

All registered fire suppression program contractors shall comply with the following inspection procedures. *These new procedures are in addition to the requirements outlined in the Division’s Fire Suppression Rules.*

Inspections can be scheduled by calling Steve Gasowski at 303-239-4669 or by email at steve.gasowski@cdps.state.co.us.

A request for an inspection shall be made a minimum of 72-hours prior to scheduled testing and required inspections.

Inspection cancellations shall be made by the contractor a minimum of 24 hours before the scheduled inspection; otherwise, inspection and travel fees may be assigned.

Suppression Contractors shall not connect to any underground fire supply line that is not installed by a Certified Underground Contractor. To determine current certified Underground Contractors, check the “Contractors List” section of the DFS website.

Suppression Contractors shall not connect to any fire supply underground until an NFPA 24 compliant flush/flow test is complete.

The Suppression Contractor shall supply the certified inspector with a completed NFPA 24 (Standard for the Installation of Private Fire Service Mains and Their Appurtenances) form upon request.

An approved set of plans shall be present on the project site at such time work is initiated and for the duration of the project. An approved set of plans is defined as one having the “Colorado Division of Fire Safety Plan Review” stamp on the plans, a mark in either box “Reviewed” or “Conditions Noted” and the signature of a certified plan examiner.

Any significant design changes or corrections (e.g. red-line drawings) to the approved plans shall be communicated to the inspector on-scene before any inspection begins.

Plans noting any significant changes shall be made available to the inspector for their records.

The Fire System Permit shall be posted at a visible/protected location on the project site at such time work is initiated and for the duration of the project. Acceptable locations for permit posting are:

1. Front door or front-facing window of project building.
2. Main suppression system riser.
3. On-site contractor's trailer.
4. On-site construction office.

Failure to have the permit posted correctly or not present for review during any inspection process shall result in a forfeited inspection. A maximum one (1)-hour inspection fee and actual travel expenses shall be charged to the Suppression Contractor listed on the permit to cover the Division's time and expense.

The back of the Fire System Permit shall be used as the project record for all inspections conducted by the Division and/or other certified agency representatives. Only Colorado Certified Inspectors shall be authorized to sign this permit.

At the end of the project, the Fire System Permit shall be turned over to the custody of the local Fire/Building official for their records.

A "Fire Suppression & Fire Alarm Approval" form shall be supplied and utilized by the Division to record all suppression system inspection activities. At the end of all required inspections (i.e. rough-in, acceptance tests, final, etc.), two (2) copies of this form shall be given to the contractor for their records.

A "Contractor's Material and Test Certificate for Aboveground Piping" must be completed and signed by a certified suppression inspector. Copies of this form shall be provided to the owner and certified fire suppression system inspector by the contractor.

Distribution of the "Fire Suppression & Fire Alarm Approval Form" and "Contractor's material and Test Certificate for Aboveground Piping" to interested parties is the responsibility of the suppression contractor.

--END--