



Commissioner's Bulletin
Inspectional Services Department
Boston, MA

Number: 2012-01

Date: June 11, 2012

Subject: ISSUANCE AND ENFORCEMENT OF SPRINKLER SYSTEMS

Purpose: This bulletin is issued to establish policies and procedures for the issuance and enforcement of sprinkler permits. It rescinds and replaces Commissioner's Bulletin 97-02.

Determination:

1. POLICY:

- 1.1** All permits for work on sprinkler systems, except maintenance or reactivation work, will be initiated with a building permit application. The applicant must submit stamped plans with the building permit application. The building permit will not be issued without a copy of a Boston Fire Department Construction Operations permit application.

Applicants are also required to secure a sprinkler installation permit which will not be issued unless there is a building permit application on file which includes sprinkler work and the applicant has a sprinkler application permit from the Boston Fire Department.

No sprinkler work may commence until the building permit is issued.

2. PROCEDURE:

2.1 New construction, additions and alterations to sprinkler systems:

- 2.1.1** Applicant applies for building permit at front counter and submits professionally stamped plans.
- 2.1.2** Plans are reviewed by Plans and Zoning Review division. If additional plans are required the applicant will be notified. Failure to submit required plans will result in abandonment after six months. If the sprinkler work is not shown on the plans and the reviewer is issuing the permit, he or she will notify the applicant that s/he must file an amendment with appropriate plans and will

note this on the inspector's brief. The building inspector will not perform the "rough" inspection until the amendment is issued.

- 2.1.3 Sprinkler installer applies for installation permit. No plans will be required because they will have been submitted with the building permit application. Sprinkler installation permit will be issued if a building permit containing sprinkler work has been filed. The building permit does not have to be issued in order for ISD to issue the installation permit. The sprinkler installer cannot start work until the building permit is issued or, if an amendment for sprinkler work is required, until that amendment is issued. If the sprinkler installer starts work before the building permit or required amendment is issued, the plumbing inspector will notify him that work cannot continue until the building permit is issued and will notify the building inspector who will write a violation against the owner. The front counter will double fee the building permit.
- 2.1.4 If the sprinkler contractor is in charge, the permit card will include a notice that he or she must call for a building as well as a plumbing inspection.
- 2.1.5 The City of Boston Water and Sewer approval is required for check valves on new systems.

2.2 License Requirements

- 2.2.1 Each firm engaged in the business of installing, repairing, charging, recharging and servicing of fixed fire systems and in the performing of hydrostatic testing shall have a Certificate of Registration issued by the State Fire Marshal. Certificates of Registration shall be one or more of the following types:
 - 2.2.1.1 Type B – servicing engineered fixed fire extinguishing systems
 - 2.2.1.2 Type C - servicing pre-engineered fixed fire extinguishing systems
 - 2.2.1.3 Type D – hydrostatic testing of fire extinguishers

Each person engaged in the servicing of engineered or pre-engineered fix fire extinguishing systems or in the performing of hydrostatic testing shall have a Certificate of Competency issued by the State Fire Marshal.

- 2.2.2 Each firm engaged in the business of installing, repairing, altering, testing, maintaining and inspecting of any type of fire protection sprinkler system including fire pumps, standpipes, fire hydrants, and water mains shall have a fire protection sprinkler system contractor's license issued by the Bureau of Pipe fitters, Refrigeration Technicians, and Sprinkler Fitters.

Each person who performs any work in sprinkler fitting, subject to inspection under any law, ordinance, by-law, rule or regulation shall be licensed as a sprinkler fitter/journeyman sprinkler fitter by the Bureau of Pipe Fitters, Refrigeration Technicians and Sprinkler Fitters.

2.3 Maintenance or Reactivation Permits:

If the applicant is seeking a maintenance (replacement but not relocation of sprinkler heads), reactivation, or test permit he or she applies for a sprinkler installation permit and must submit with the application, a BFD permit application to shut down the system. The applicant will be referred to the Plans and Zoning duty person for review. The reviewer will determine whether the application meets applicable code requirements and whether a building permit is required in addition to the sprinkler installation permit.

2.4 Fast Track Permits

When applying for a Fast Track Permit which will include sprinkler work, applicants must submit stamped sprinkler installation plans with the application.

3. SPRINKLER SYSTEM PERMIT ENFORCEMENT:

All fire protection systems must be tested in accordance with the applicable provisions of the Massachusetts State Building Code, 780 CMR and National Fire Protection Association standards. In addition, the following documents shall be submitted simultaneously to the building inspector and the head of the fire department or his designee prior to the witnessing of the operational fire protection system testing.

3.1 Engineered Systems

- 3.1.1 Certification (PE Seal and signature) from the Registered Professional Engineer responsible for the design stating that the fire protection systems have been installed in accordance with the approved fire protection construction documents.
(Required only when long form building permit has been issued for an engineered system.)
- 3.1.2 Confirmation by the building owner/developer or authorized representative that they have received the as-built fire protection system shop drawings from the installing contractor and that the Registered Professional Engineer has certified their reasonable accuracy (required only when long form building permit has been issued for an engineer system).
- 3.1.3 Material, Test Performance and Completion Certificates, properly executed by the installing contractor in accordance

with NFPA 13, Chapter 8-1, (copy of Contractor's Material and test certification attached).

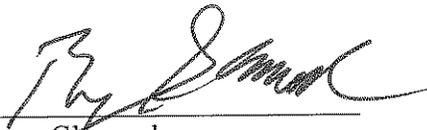
- 3.1.4 Certificates of Compliance from the licensed sprinkler installer certifying that the installation meets the requirements of the Massachusetts State Building Code and all required standards.

The appropriate BFD and ISD inspectors shall be notified 3 working days in advance of acceptance testing. A copy of the certificate shall be forwarded to the building and plumbing inspectors prior to asking for approval of the installation. The inspectors shall attach the certificate to the inspector's copy of the permit prior to close out.

3.2 Non-engineered Systems

- 3.2.1 Contractor's Material and Test Certificate (same as #3 above)
3.2.2 Certificate of Compliance from the licensed sprinkler installer (same as #4 above)
3.2.3 No Certificate of Occupancy shall be issued without the required letters, certifications and test information.

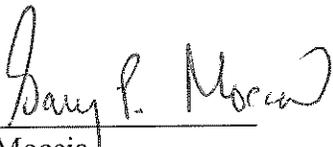
Signed:



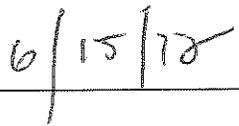
Bryan Glascock
Acting Commissioner



Date



Gary P. Moccia
Inspector of Buildings



Date