



HOW TO APPLY FOR A UNDERGROUND FIRE LINE PERMIT

WHEN IS AN UNDERGROUND FIRE LINE PERMIT REQUIRED?

A Fire Department permit is required for all underground fire line installations with the exception of:

1. NFPA 13D installations where sprinkler supply is tapped off of domestic supply line.
2. Fire lines supplying hydrants installed under tract approvals, performed under City of Hayward Public Utilities Department.

WHAT IS ITS PURPOSE?

The purpose of the fire line is to assure that an adequate amount of water from a reliable source is provided for Fire Department use. The permit provides for Fire Department plan review and field inspections, assuring equipment and installation to an acceptable standard.

WHAT PERMITS DO I NEED & WHAT DO THEY COST?

The cost of a Fire Department permit includes plan review and two (2) inspections. Fire Department Permits are required for:

1. Installation of a fire sprinkler underground supply line at \$1,898.00 per application plus \$210.00 per fire hydrant installed.
2. Emergency repair of an underground fire line is \$630.00 per application which includes Fire Plans Examiner review and reinspection plus \$210.00 per fire hydrant installed.
3. Extra inspections will be billed at \$369.00 per hour.

WHO CAN APPLY FOR THESE PERMITS?

Only a California-licensed contractor holding a valid license (C16, C34, and C36 may apply for an underground fire line permit to perform the underground fire line installation.

WHO APPROVES THE FIRE DEPARTMENT UNDERGROUND LINE PERMIT?

Plans submitted for permit approval are plan checked and approved by the Fire Department plan checker for the Fire Marshal.

WHAT DO I SUBMIT?

Submit to the Office of the Fire Marshal a completed Application for a Fire Department Permit form with appropriate fees, fire flow calculations, and two (2) sets of plans prepared and stamped by a registered Fire Protection Engineer. Plans must conform to California Fire Code, National Fire Protection Association Standards, and City of Hayward Fire Department Development Guide.

Applications are available online at www.hayward-ca.gov. Also you can obtain an application at the Permit Center located at 777 B Street, Hayward. Applications are accepted between the hours of 8 a.m. to 5 p.m. Monday through Thursday.

All installing contractors shall provide proof of a California Contractor's License, a valid Worker's Compensation certificate, and a current City of Hayward Business License. The said license and certificate numbers shall be indicated on the permit application prior to submittal of an installation permit.

WHAT OTHER GUIDELINES SHOULD BE FOLLOWED?

1. Fire Hydrants:
 - a. Fire Flow requirements for buildings: See California Fire Code Amended Appendix B.
 - b. Location/Distribution: See California Fire Code Appendix C and Hayward Fire Department Standards, Chapter 5 and 6.
 - c. Identification/Protection: See Section 508 of the California Fire Code.
 - d. Installation Standard: See City Standard Detail 206.
2. Fire Department Connection: See NFPA 13 NFPA 14 and City Standard Detail 204.
3. Post Indicator Valve: See NFPA 13
4. Maintenance/Testing:
 - a. Maintenance: See NFPA 13 and 24.
 - b. Hydrostatic Test: See NFPA 13 and 24.
 - c. Flush: See NFPA 13 and 24.
4. Inspections include a hydrostatic test (200-psi for two (2) hours) and a flush at which time field installation will be reviewed against approved plans and standards. Inspections may be scheduled with one working day's prior notice (24 hours) by calling (510) 583-4900.
5. If any alteration to an approved system is made during construction, "As Built" plans shall be submitted to the Fire Department for approval. A \$316.00 plan check fee will be charged. Final approval will be withheld until submittal is review.

WHAT ARE THE STEPS?

1. Fill out a Fire Department permit application and submit to the Office of the Fire Marshal with appropriate fees. *Two sets of plans and fire flow calculations* must also be submitted.
2. Fire Department plan check will be done in seven (7) working days. Applicant will be notified of deficiencies by telephone. Deficiencies must be corrected prior to issuance of permit.
3. The Office of the Fire Marshal will notify applicant by telephone when plans have been approved. They may be picked up or mailed at applicant's discretion.