



Fire Sprinkler Plan Submittal Instructions

Submitting Plans

Plans and documents are to be submitted to fireinspections@knightdalenc.gov. Clarify in the subject line list project name and address.

The plan review fee is due after the approval email is sent to the permit applicant. Once the fee is paid, the permit will be issued by Knightdale Development Services. The quality of the submitted plans impacts the plan review process and can influence the turnaround time.

Applications

One (1) Plan Review Submittal Application is to be used per building. The application is required as the cover document for all plan submittals. All sections of the application shall be correct and completely filled out.

The applicant is responsible to ensure that design specifications and plans are complete and compliance with the requirements of the current adopted North Carolina Fire Code NFPA 13 and NFPA 13R.

The Resubmittal Application is required for projects that need modification during construction. The form must be submitted with addressing corrected items and the corrected plans.

Fee

\$200 minimum or \$0.014 per square foot. If a building has more than one system, the fee scale is applied to each system separately. The re-review fee is 1/2 of the original review fee.

Review Timeframe

Once the required documents are received, the review process will begin. Plan reviews will be complete within 14 business days. The quality of the submitted plans affects the quality of the plan review and the ability to shorten turnaround time.

After completed plans review

The applicant will be notified via email whether the plans have been approved or denied. If approved, a follow-up email will be sent with the permit approval, the permit fee, and payment instructions. Once payment is received, the applicant will receive the stamped plans and documents.

Documents required for every submittal:

- ☐ Fire Sprinkler Plan Review Application
- ☐ Signed Owner's Information Certificate
- ☐ Working Plan Checklist
- ☐ Hydraulic Calculations in the form specified in the adopted edition of NFPA13. **Shown in the exact format indicated in NFPA.**

Manufacture's specification for each sprinkler type used and all other devices

Material data sheets

Plans (Grid lines on the plans are preferred)

Water Flow Test approved by either the AHJ or the water purveyor

(Water flow test/analysis must have been completed within the last 12 months)