

**BOROUGH OF COLLEGEVILLE**  
**Fire Protection Systems Permit Application**

**I. LOCATION OF PROPERTY**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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**II. OWNERSHIP**

Private  Public  Tenant Tenant Name: \_\_\_\_\_

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**III. IDENTIFICATION – To Be Completed By All Applicants**

**APPLICANT:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**OWNER:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**CONTRACTOR:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**DESIGN** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PROFESSIONAL:** Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Design Professional:  NICET Level III/IV  Professional Engineer

Certification No. \_\_\_\_\_

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Borough of Collegeville  
491 E. Main Street  
Collegeville, PA 19426  
610.489.9208 610.489.6661 (Fax) [www.collegeville-pa.gov](http://www.collegeville-pa.gov)

**IV. SYSTEM/EQUIPMENT TYPE**

- Auto Sprinkler     NFPA 13     NFPA 13R     NFPA 13D     Wet     Dry
- Clean Agent    Type: \_\_\_\_\_
- Commercial Hood     Wet Chemical     Sprinkler     Other: \_\_\_\_\_
- Fire Alarm     Pull Stations     Horn/Strobe     Addressable     Other: \_\_\_\_\_
- Fire Detection     Smoke Detection     Heat Detection     Other: \_\_\_\_\_
- Fire Pump    GPM: \_\_\_\_\_
- Standpipe     Wet     Dry    # of Hose Outlets: \_\_\_\_\_
- Underground Fire Main    Lineal Feet: \_\_\_\_\_    Pipe Diameter: \_\_\_\_\_
- Private Fire Hydrant    # of Hydrants: \_\_\_\_\_    (**National Standard Thread is required**)
- Other: \_\_\_\_\_

- New System/Equipment     Alteration/Renovation     Repair/Replacement     Tenant Fit-Out

Description:

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**V. OCCUPANCY TYPE**

- Business/Medical Office     Mercantile/Store     Restaurant/Bar     Church/School
- Industrial/Factory     Institutional     Service Station/Repair Garage     Storage     Residential
- Other: \_\_\_\_\_

Description:

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**VI. CONSTRUCTION TYPE**

- Non-Combustible     Non-Combustible/Combustible     Combustible
- Masonry (bearing walls)     Steel Frame     Reinforced Concrete     Wood Frame
- Truss Construction     Steel     Wood     Floor/Ceiling     Roof

Description:

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**VII. TYPE OF WATER SUPPLY**

- Private (well)     Public    If public, size of underground water main: \_\_\_\_\_

**VIII. BUILDING DIMENSIONS**

Number of Stories: \_\_\_\_\_ Square Feet-Building: \_\_\_\_\_ Square Feet-Work Area: \_\_\_\_\_

Square Feet-Basement: \_\_\_\_\_ 1<sup>st</sup> Floor: \_\_\_\_\_ 2<sup>nd</sup> Floor: \_\_\_\_\_ 3<sup>rd</sup> Floor: \_\_\_\_\_

**IX. COST**

Cost of Construction Improvements: \_\_\_\_\_

Total Cost of Project: \_\_\_\_\_

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**X. FEE (See Fee Schedule)**

Permit Fee: \_\_\_\_\_

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**XI. SITE OR PLOT PLAN** (Please attach site/plot plan details and details of water supply and connections.)

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**XII. SIGNATURE**

*Deposit of check representing the fee for this application does not constitute approval of or granting of same by Collegeville Borough. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Collegeville Borough.*

**SIGNATURE OF APPLICANT**

\_\_\_\_\_

\_\_\_\_\_ Date

## BOROUGH OF COLLEGEVILLE

### FIRE PROTECTION SYSTEMS PERMIT APPLICATION PROCEDURES

*A fire protection systems permit is required for all new installations, modifications, alterations and repairs to fire suppression, fire detection and fire alarm systems, equipment and devices. Separate applications are required for each building/tenant space.*

**PART I** - Location of Property - Complete address including city, state and zip code must be provided on all applications.

**PART II through X** – Complete every section.

**PART XI** – Site/Plot Plan - Provide scaled plan of entire property. Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from buildings to property lines on all sides. Show water supply size and fire department connection location. **The property owner is responsible for the accuracy of the plot plan.**

**PART XII** – Sign and Date Application - If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers for property owner/resident and contractor. Contractors making application must be registered with the Borough of Collegeville.

### ADDITIONAL INFORMATION

**FEES** – Permit fees must be submitted with the permit application. If paying by check, please make check payable to "Collegeville Borough".

**REVIEW** – The application plans will be reviewed by the Building Inspector's Office for compliance with the codes of Collegeville Borough and the Pennsylvania Uniform Construction Code.

**PERMIT GRANTED** – **If approved, the permit will be processed and issued within ten (10) business days.** Work may not start until a permit has been approved and granted. The permit must be displayed so as to be visible from the street.

**PLUMBING, ELECTRICAL, HVAC and FIRE PROTECTION** – All plumbing, electrical, heating and air conditioning and fire protection contractors must be registered and provide a Certificate of Insurance verifying Worker's Compensation coverage, and Federal or State Employer Identification Number (EIN). In addition, each contractor must obtain the appropriate permits for the work to be done.

**INSPECTIONS** – Call the Borough Office (610.489.9208) at least 24 hours in advance to schedule inspections. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. **If the appropriate inspections are not requested, they will not be done** and un-inspected work will not be granted final approval.

**NOTE** – All Subdivision and Land Development approvals must be complete before submitting fire protection systems permit application.

## **Minimum Requirements for the Submission of Fire Protection Systems Plans for Review**

### **Sprinkler Systems:**

- Two (2) sets of all scale CAD floor plans/shop drawings including a riser diagram and design criteria.
- Two (2) copies of all hydraulic calculations and water supply capacity information.
- One (1) set of manufacturer's specification/cut sheets for all materials, equipment, appliances, piping, fittings and devices to be installed. A UL Listing or FM Approval for the proposed installation shall be indicated for all of these items.
- One (1) copy of the completed Owner's Information Certificate (using the standard NFPA 13 form).
- Indicate commodity classification, maximum storage height, storage arrangement, widths and locations of all racks, aisles, and roof and ceiling height.
- Indicate the use group for all spaces and type of construction as defined by the International Building Code.
- Indicate all hazardous materials use, storage or hazardous processes as defined by the International Fire Code.

**Failure to provide all of the above information will result in a denial of the permit application!**

### **All Other Fire Suppression Systems:**

- Two (2) sets of all scale CAD floor plans/shop drawings.
- One (1) set of manufacturer's specification/cut sheets for all materials, equipment, appliances, piping, fittings and devices to be installed. A UL Listing or FM Approval for the proposed installation shall be indicated for all of these items.
- Indicate commodity classification, maximum storage height, storage arrangement, widths and locations of all racks, aisles, and roof and ceiling height.
- Indicate the use group for all spaces and type of construction as defined by the International Building Code.
- Indicate all hazardous materials use, storage or hazardous processes as defined by the International Fire Code.

**Failure to provide all of the above information will result in a denial of the permit application!**

### **Fire Alarm and Detection Systems:**

- Two (2) sets of all scale CAD floor plans/shop drawings including a riser diagram, battery calculations, an input/output matrix (sequence of operation) and a device legend.
- One (1) set of manufacturer's specification/cut sheets for all materials, equipment, appliances, and devices to be installed. A UL Listing or FM Approval for the proposed installation shall be indicated for all these items.
- Indicate the use group for all spaces and type of construction as defined by the International Building Code.
- Indicate all hazardous materials use, storage or hazardous processes as defined by the International Fire Code.

**Failure to provide all of the above information will result in a denial of the permit application!**

**SCHEDULE OF FEES**  
(from Resolution 2020-03)

**FIRE SPRINKLER SYSTEMS**

New	\$100.00
Existing Extensions	\$100.00
Fire Sprinkler Standpipes	\$100.00

**FIRE SUPPRESSION SYSTEMS**

Kitchen Hood & Duct Systems	\$150.00
Spray Booths, Paint Booths, Computer Rooms, Tape Storage & Vaults	\$200.00

**State Fee** \$4.50

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