



Steamboat Springs Fire Rescue

Serving The Community Since 1897

Plans And Permit Submittal Policy

Building Permit Application Sign Off Policy

The purpose of a fire alarm system and/or fire sprinkler system is to provide early warning allowing occupants time to react and evacuate, help ensure the structural integrity while protecting exit ways from fire damage, and to provide a faster Fire Department response.

This policy provides specific information on plan submittals and permit applications as related to Steamboat Springs Fire Prevention Services. The designer who follows this policy will find quicker approval with minimum changes. Plans shall be submitted to, and a permit obtained from, Fire Prevention Services prior to commencement of any on site work. The permit fees are valuation based; therefore, the permit applicant must provide a copy of the accepted bid that has been signed by the owner/general contractor to obtain a permit. Fees must be paid in full to obtain a permit number.

Whenever work for which a permit is required by the fire code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for such work. The investigation fee shall be equal to the amount of the permit fee, which shall be in addition to the required permit fees. The payment of such investigation fee shall not exempt an applicant from compliance with all other provisions of this code nor from any penalty prescribed by law.

You may call the Fire Technician at (970) 871-8216 for further information on obtaining a permit and plan check fees. After the permit is issued and plans have been submitted for review, it is our goal to have them reviewed, comments made and ready to return to you within two weeks.

Submittal Requirements for Fire Alarm Permits

- A completed Steamboat Springs Fire Prevention Services Fire Permit Application.
- One (1) complete set of electronic drawings in .PDF format. All fire alarm devices located on the plans shall be listed on an equipment legend. All fire alarm devices indicated on equipment legend shall be color coded and correlated with colored devices on plans for easy location of such devices.
- One (1) complete electronic set (in .PDF format) of applicable product data/manufacture specification (including cut sheets) for the project.
- One (1) electronic copy of the accepted bid that has been signed by the owner/general contractor.

Submittal Requirements Fire Sprinkler System Permits

- A completed Steamboat Springs Fire Prevention Services Fire Permit Application.
- One (1) complete set of electronic drawings in .PDF format.
- One (1) complete electronic set of hydraulic calculations, if applicable.

*All plans and calculations shall bear the signature and certification number of either a registered professional engineer or a NICET level three or higher engineering technician or they will not be accepted for review.

- One (1) complete electronic set (in .PDF format) of applicable product data/manufacturer specification for the project.
- One (1) electronic copy of the accepted bid that has been signed by the owner/general contractor.

Submittal Requirements Hood Permits

- A completed Steamboat Springs Fire Prevention Services Fire Permit Application.
- One (1) complete set of electronic drawings in .PDF format.
- One (1) electronic copy of the accepted bid that has been signed by the owner/general contractor.

Submittal Requirements Radio Amplification BDA Permits

- A completed Steamboat Springs Fire Prevention Services Fire Permit Application.
- An Emergency Responder Radio Strength initial survey of the property.
- One (1) complete set of electronic drawings in .PDF format.
- One (1) electronic copy of the accepted bid that has been signed by the owner/general contractor.

Building Permit Application Sign Off

Fire Prevention Services will not sign off on a full building permit application until all necessary permits have been applied for and all plans have been submitted. To accommodate contractors, Fire Prevention Services will provide a "Conditionally Approved" permit. Providing a "Conditionally Approved" permit allows the contractor to begin the foundation of the project while choosing subcontractors and providing the subcontractor with time to get plans submitted with a permit application prior to the need for a full building permit sign off.

There will be no exceptions made to this policy.