



THE CITY OF KEY WEST BUILDING DEPARTMENT

**CHECKLIST FOR FIRE SUPPRESSION PERMIT APPLICATION**

**PERMIT APPLICATION –**

- Property address
- Owner's name and contact information
- Contractor's name and contact information
- Qualifier's name and contact information
- Proof of ownership (MCPAO property record card or deed)
- Job valuation (including all overhead, labor, and cost of materials)
- Detailed description of the scope of work

**REQUIRED PLANS AND DOCUMENTATION WITH APPLICATION –**

- Signed and sealed plans depicting floor plan, equipment list, and elevations or riser diagram of fire suppression devices
- Manual for fire suppression system, as applicable
- Type of project (new installation or modification of existing system or repair/replacement)
- Type of operation (restaurant, food truck, institutional kitchen, other)
- Type of hood (Type I or Type II)
- Exhaust fan details
- Duct material and size
- Type of Fire Suppression System
- Fire suppression agent used
- Automatic activation (Yes/No)
- Manual pull station installed (Yes/No)
- Manufacturer specifications
- Maintenance agreement for a fire suppression system
- Symbol legend(s) showing the meaning of all symbols for equipment/device identification

**NOTES –**

- A recorded Notice of Commencement (NOC) is required for projects valued at \$5,000 or more prior to scheduling the first inspection
- State of Florida Mechanical Contractor
- State of Florida Fire Equipment Pre-engineered Class 4 License
- This checklist should not be all-inclusive. Additional information may be required. Use of this checklist will not eliminate the requirement for good knowledge and understanding of NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, NFPA 17A, Standard for Wet Chemical Extinguishing Systems, and/or other appropriate NFPA standards.

***This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process.***