

Application for Fire Sprinkler Permit

Sprinkler permits are required for fire sprinkler systems and related equipment including new systems, alterations, relocated heads and replacement of heads. For more information about fire sprinkler requirements visit www.portcoquitlam.ca/building

*Firms that engage in the practice of professional engineering or geoscience will be required to register with Engineers and Geoscientists BC and hold a **Permit to Practice**.*

TO BE COMPLETED BY APPLICANT

I/We hereby make application and provide drawings under the provisions of the pertinent Bylaws for permission to construct, repair or alter the following building or structure and agree to comply with all requirements of the Bylaws and to indemnify and keep harmless the City against all claims, liabilities, judgments, costs, and expenses of whatever kind, which may in any way accrue against the said City in consequence of, and incidental to, the granting of this Permit, if issued.

Application Date: _____

Building Site Address: _____

Partial Legal Description: Lot # _____ Plan # _____

Property Owner: _____

Owner Address (incl. postal code): _____

Owner Email: _____ Owner Phone: _____

Sprinkler Contractor Name/Company: _____

Contractor Address (incl. postal code): _____

Contractor Email: _____ Contractor Phone: _____

Applicant (Primary Contact) ☐ Owner (info above) ☐ Contractor (info above)

Applicant Name: _____

Applicant Address (incl. postal code): _____

Applicant Email: _____ Applicant Phone: _____

SPRINKLER DETAILS

Fire Line Length	_____ m	Backflow Device(s)	_____ #	Sprinkler Heads	_____ #
Hose Outlet	_____ #	Flow Switch	_____ #	Standpipes	_____ #
Hose Cabinets	_____ #	Fire Dept. Connection:	_____	Dry Pipe Valve:	_____ #
Other	_____	Specifics:	_____		_____

CITY OF PORT COQUITLAM

FIRE SPRINKLER PERMIT CHECKLIST

The following materials are required as part of the Sprinkler Permit Application. All requirements must be submitted in order to process a Sprinkler Permit Application.

Submission Requirement	Description	Applicant Initial	Comment
Application Form	Complete application		
Contractor	All work must be completed by a Sprinkler Contractor. Proof of sprinkler trade qualification Current City of Port Coquitlam Business License.		
Professional Engineer	Required for new sprinkler systems, additions and alterations (if more than 20 sprinkler heads altered) 3 sets of Engineer's drawings and hydraulic calculations. Form B – Engineer to complete and provide certificate of liability insurance Letter of Assurance (Schedule B) from The BC Building Code if not already submitted with the building permit application.		

APPLICANT ACKNOWLEDGEMENT

The undersigned make this application to the Director of Development Services, have fulfilled the complete application requirements, and agree to pay any additional costs incurred by the City for services in processing the application.

Authorized Signature: _____ Date: _____
 Print Name: _____

Note: *Personal information entered on this form is collected under the authority of the Local Government Act. Records and information collected as part of the Site Investigation process is a public record and is subject to the Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions or concerns about how your information will be used, contact the Corporate Office at 604.927.5212 or corporateoffice@portcoquitlam.ca*