



SUMMIT FIRE & EMS AUTHORITY

(970) 262-5100

P.O. Box 4910

Frisco, CO 80443

[summitfire.org](https://www.summitfire.org)

2026 Fire Sprinkler Submittal Checklist

Effective Date: January 1, 2026

Project Name: _____

Project Address: _____

Date Submitted: _____

All plan submittals must include this completed checklist and be uploaded through our website, <https://www.summitfire.org/permits>, that uses Accessgov system. Submittals shall comply with:

- 2024 International Fire Code (IFC)
- 2025 NFPA 14
- Summit Fire & EMS (SFE) Life Safety Policy
- 2024 SFE Amendments
- All other applicable ICC and NFPA codes

Incomplete submittals will be marked as "**Corrections Required**" and must be resubmitted with applicable fees.

I. Application Requirements

NOTE: Standpipe systems require separate permits.

- Plans shall:
 - o Have the correct Global Information System (GIS) address.
 - o Meet the minimum code requirements referenced above.
 - o Be submitted electronically in flattened, unsecured PDF format.
 - o Riser room shall be visible and labeled.
 - o If an elevator is involved, it shall be labeled as traction or hydraulic.
- Hydraulic calculation shall be dated within 12 months.
- Plans and hydraulic calculations shall be signed by either a Professional Engineer licensed in fire suppression systems or by a NICET Level III in fire sprinkler design.

NOTE: The Professional Engineer shall provide a signed affidavit or documentation that their competence and education is pertinent to the fire sprinkler industry per Division of Fire Prevention and Control (DFPC) requirements Section 2.22. [Code of Colorado Regulations](#)

NOTE: Additions or relocations requiring ten or fewer sprinkler heads will not affect the hydraulic calculations of the system.
- The manufacturer's cut sheets shall be highlighted of the devices/models that will be used.
- Building construction type, separation requirements, and intended occupancy use are identified.
- A complete and descriptive scope of work shall be included.

II. System Design and Layout

- Backflow devices shall be Reduced Pressure Zone (RPZ) type and drain to exterior or approved floor drain.
- Hydraulic calculations shall include a 10% or 10 psi safety margin (whichever is greater) between system demand and water supply.



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- SFE will provide the hydrant data source. Contact SFE for further information.
- Hydraulic calculations for existing systems shall be provided when the scope of work impacts the end of line components.
- Fire Department Connection (FDC) shall be accessible and protected with a 3' wide concrete path, or an AHJ-approved alternative material.
- Knox FDC Caps shall be installed on commercial occupancies as required by the Authority Having Jurisdiction (AHJ).
- Sprinkler riser rooms shall be accessible and not located in crawl spaces, closets, or otherwise inaccessible areas.
- A 3' clear working area around risers, tanks, and pumps is maintained.
- Pipes passing through concrete or masonry shall have a 1" minimum gap, protected to prevent abrasion.
- Total building square footage (all levels) and calculated fire flow per IFC Appendix B are included.
- Reductions in required fire flow may not exceed 50% due to sprinkler system installation.
- Locations and distances of all fire hydrants (existing or proposed) comply with IFC Appendix C.

III.NFPA 13D Stored Water Systems

- System demand plus fire department response time shall be at least 10 minutes of water supply and design for 3 heads minimum, or as required by Authority Having Jurisdiction (AHJ).
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Applicant Acknowledgment: By signing below, I acknowledge that I have read and understood all permit submittal requirements outlined in this checklist. I certify that all submitted materials meet the specified codes and standards to the best of my knowledge.

Applicant Signature: _____

Printed Name: _____

Company: _____

Date: _____