



PRINCE WILLIAM COUNTY
DEPARTMENT OF FIRE AND RESCUE
OFFICE OF THE FIRE MARSHAL

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CODE COMPLIANCE MANUAL

Supplemental Information intended for
Architects, Engineers, Designers, and Installers

2021 Code Year Edition USBC & SFPC

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Preface

This document has been prepared as a service to architects, engineers, designers, and installers of fire protection systems to provide basic information on the codes, policies, and requirements of the Prince William County Fire Marshal's Office (FMO). The information provided represents the current **minimum** requirements of the FMO on new construction of buildings, installation and modification of fire protection systems, and other fire prevention related issues commonly encountered at the time of its' writing. It does not represent all the building and fire code requirements enforced.

The requirements set forth in this document **are not all inclusive**, as application of the Virginia State and Prince William County Fire Prevention Code and other nationally recognized codes and recommended practices are constantly being evaluated and modified when found necessary. The information provided for fire protection plan submissions is provided for reference only. Each fire protection system installed or modified is required to comply with all applicable codes and standards as provided in the Uniform Statewide Building Code and Virginia statewide Fire Prevention Code in place at the time of installation or modification.

Questions concerning the information contained within this manual should be directed to Prince William County Fire Marshal's Office at 703-792-6360.

GENERAL INFORMATION

Applicable Codes and Standards

1. Prince William County Design and Construction Standards Manual (DCSM)
2. Virginia Uniform Statewide Building Code – 2021 edition, which includes, but is not limited to the following:

Virginia Construction Code (VCC) 2021
IFC International Fire Code 2021
IMC International Mechanical Code 2021
IPC International Plumbing Code 2021
National Electrical Code 2020

3. Virginia Statewide Fire Prevention Code – 2021 edition, which includes the International Fire Prevention Code 2021 with Virginia and Prince William County amendments.
4. National Fire Protection Association (NFPA) standards – The most used that are referenced by the USBC or SFPC are as follows:

NFPA 10 (2018) Portable Fire Extinguishers
NFPA 12A (2018) Halon 1301 Fire Extinguishing Systems
NFPA 13 (2019) Installation of Sprinkler Systems
NFPA 13D (2019) Installation of Sprinkler Systems in One and Two-Family Dwellings and Mobile Homes
NFPA 13R (2019) Installation of Sprinkler Systems in Residential Occupancies up to Four Stories in Height
NFPA 14 (2019) Standpipe and Hose Systems
NFPA 16 (2019) Deluge Foam Water Sprinkler Systems and Foam-Water Spray Systems
NFPA 17 (2021) Dry Chemical Extinguishing Systems
NFPA 17A (2021) Wet Chemical Extinguishing Systems
NFPA 20 (2019) Centrifugal Fire Pumps
NFPA 22 (2018) Water Tanks for Private Fire Protection
NFPA 24 (2019) Installation of Private Fire Service Mains and their Appliances
NFPA 25 (2020) Inspection, Testing & Maintenance of Water-Based Fire Protection Systems
NFPA 30 (2021) Flammable and Combustible Liquids Code
NFPA 72 (2019) National Fire Alarm Code
NFPA 80 (2019) Fire Doors and Windows

5. Safety Code for Elevators and Escalators ASME A17.1 (2022) /CSA B44-19
6. Accessible and Usable Buildings and Facilities ICC A117.1 (2017)

PLAN SUBMITTAL DEPARTMENT(S)				
TYPE OF PLAN	PRINCIPAL CODE	SUBMIT TO:	PHONE CONTACT(S)	SEE PAGE
Assembly/Exhibition	VCC/Fire Prevention Code	PWC Building Development / Plan Intake / Building Permits Office	703-792-4040 703-792-6924	N/A
Building (High-Rise)	VCC	PWC Building Development / Plan Intake / Building Permits Office	703-792-4040 703-792-6924	N/A
Building / Non-High-Rise	VCC	PWC Building Development / Building Permits Office	703-792-4040 703-792-6924	N/A
Building / Tenant	VCC	PWC Building Development / Building Permits Office	703-792-4040 703-792-6924	N/A
Fire Alarm (High-rise)	VCC 907	*FMO	703-792-6360	12
Fire Alarm (Non-High rise)	VCC 907	*FMO	703-792-6360	12, 55-57
Fire Alarm Tenant	VCC 907	*FMO	703-792-6360	12-13
Fire Pump	NFPA 20	*FMO	703-792-6360	34
Foam	NFPA 11 SERIES	*FMO	703-792-6360	N/A
Halon	NFPA 12A	*FMO	703-792-6360	N/A
Key Box Repository	IFC 506	*FMO	703-792-6360	54
Range Hood	Mechanical Code	*FMO	703-792-6360	35
Site Plans	PWC/DCSM/VCC	*FMO	703-792-6360	43-45
Sprinkler	NFPA 13	*FMO	703-792-6360	14-17
Sprinkler Tenant	NFPA 13	*FMO	703-792-6360	55
Tent/Temporary	VCC/ Fire Prevention Code	PWC Building Development / Building Permits Office / FMO	703-792-6924 703-792-6360	N/A

***Note:** New Fire Protection system plans for Fire Marshal's Office review are submitted electronically through the Building Development Plan Intake Office using their policy. Fire lanes are reviewed and approved during the Land Development site review process. The fire lanes sheet of the site plan can be used later to secure a Fire Lane permit.

PLAN REVIEW

Fire Protection e-Plan Review Process

The Fire Marshal's Office performs fire protection plan reviews for Building Development as well as site and subdivision plan reviews for the Planning Office and Land Development Divisions.

Fire Protection Permits

Applications and plans for fire protection permits are submitted electronically to the Building Development Department Plan Intake office. They are processed in accordance with Building Development policies. Each submission should include a completed FPP application with signature and a completed FMO e-Plan Checklist. Every submission, re-submission and revision **must** include the FMO e-Plan Quality Control Checklist. Failure to submit the checklist will result in a quality control denial.

The Fire Marshal's Office Electronic Plan Submission Manual can be found online at:

<https://www.pwcva.gov/departments/fire-marshals-office/eplans>.

The FMO e-Plan Submission Quality Control Fillable Check List can be found online at:

<https://eservice.pwcgov.org/eBuildingDevelopmentForms/forms/FMOePlanQAChecklist.pdf>

Submission Requirements per FMO e-Plan Review Checklist

1. Address Validation/Assignment Approval shall be issued by GIS prior to acceptance by the Building Development Division for standalone Fire Protection Permits. Address validations are processed online, via email only. Please contact 703-792-6840 or PWCMaps@pwcgov.org. Find more information [here](#).
2. File names meet the File Naming Convention found in the Customer e-Plans Guide.
3. Plan set is in a single PDF file (plan, manufacturer cutsheets, etc.)
4. Plans and other required documents meet credentialing requirements in the FMO e-Plan Submission Manual.
5. Files are not locked, or password protected.
6. PDF files do not contain layers or comments.
7. Plan sheets are bookmarked and include the sheet number and page title.
8. The plan set is landscape and pages are aligned.
9. An open 3" x 3" space for the County Reviewed stamp is provided in the top right corner of each sheet.

10. To allow for County digital review stamps on manufacturer cutsheets, provide a table of contents listing all materials and specifying manufacturers and models of all fire protection equipment.
11. Plan set is a PDF file in vector format to allow for measurement.
12. Plan sets page size is a minimum of 24" x 30" and a maximum of 36" x 48" and minimum 1/8" = 1'-0" scale.
13. Drawings must be drawn to an indicated scale or dimension on sheets of uniform size and readable 1/8" scale.
14. Name and address of premises where work is being performed.
15. Name and address of contractor performing the work.
16. Must include applicable codes and standards. For example:
 - NFPA 72 2019 - Fire Alarm
 - NFPA 13 2019 – Fire Sprinkler
 - NFPA 13R 2019 – Residential Fire Sprinkler for apartments, condos, etc.
 - NFPA 13D 2019 – Residential Fire Sprinkler for single family homes or some R4s.
17. Include Equipment specification sheets for all equipment to be installed, altered or affected by the scope of work.
18. If the project is phased, it must match the architectural plan phases.
19. A summary/Table of Contents of all equipment devices, etc. which includes the specific description, details and model number shall be included.
20. Symbols for fire alarm devices or sprinkler heads must be clearly identified in the legend.
21. Location, type and quantity of fire alarm devices or sprinkler heads shall be clearly indicated.
22. PWC Approved Site Plan indicating location of sprinkler Riser Room with an exterior door.
23. Provide breezeway underground fire sprinkler piping details when applicable.
24. Provide details for the remote Fire Department Connection (FDC) such as the vault, location, proper drainage, etc., where applicable.
25. Digital credentialing stamp (PE or NICET level III/IV) must be applied to all plan sheets, Title page, Bill of Materials (or table of Contents) for data/cut sheets and calculations. Actual data or cut sheets do not need to be stamped. Anything with a design element or calculation needs to be stamped.
26. Resubmissions are plans, documents or forms submitted for review PRIOR to final approval. They may be in response to original submission comments or comments on a subsequent plan revision. Resubmissions must always include a complete set of plans.

27. Changes to approved plans are called revisions. Revisions must include all affected pages and indicate changes using revision clouds.

28. Every resubmission and revision MUST include a QC checklist.

Upon acceptance, Plan Intake staff upload the electronic submission and assign an FPP number. The plan is assigned to an “FMO Reviewer” for review and approval or rejection. A review of the new plan is completed within twenty business days of acceptance. Targeted plans are completed within ten days of acceptance. Revisions are reviewed within 10 and 5 days, respectively.

When plans are approved, the disposition is recorded in EnerGov (Permit Processing computer system), and the permits Office advises the applicant. When the plans are rejected, the FMO Reviewer will contact the contractor, discuss the deficiencies in detail, and provide guidance on the process necessary for resolution and issue a rejection letter.

Fire Protection Plan Review Virtual Counters

The Fire Marshal's Office offers a Virtual Counter Service. This process enables developers and contractors to expedite the plan review process of less complicated fire protection plans. The virtual counter process allows contractors to get plan approval/rejection the same day. If plans are approved, the fire protection permit will be issued within 24 hours.

Types of Fire Protection Plans Qualifying for a Virtual Review

1. Fire sprinkler modifications of 50 heads or less; no hydraulic calculations.
2. Fire alarm modifications involving 15 devices or less; no modifications to FACP unless it is the exact model as the one being replaced.
3. Fire alarm systems associated with an access control device, such as the use of magnetic / electronic locking mechanisms
4. Fire alarm monitoring of a fire sprinkler system flow & tamper switch.
5. Range hood suppression systems.
6. Underground fire lines, with a copy of approved site plan.
7. Fire lane plans (FLP) that are identical to the approved site plan. FLP number must be established by FMO admin staff prior to the virtual appointment.
8. Site specific review sheets for NFPA 13D fire sprinkler permit applications for previously approved Master Plans of File (single family dwelling models).

Special Notes

1. All submitted plans must meet the minimum submission requirements.
2. Minor revisions are allowed if they meet the above criteria and meet the quality control requirement of identifying the scope of the changes with "clouding".
3. The Designer of record must be present during the session.
4. Appointments are limited to two per week per contractor. Unfilled time slots remaining within 24 hours of the scheduled session may be claimed by any contractor, regardless of the two-submittal limit. Please contact FMO admin staff at 703-792-6360 regarding availability of unfilled slots.

Scheduling

1. Virtual plan reviews are processed by appointment only.
2. There are 6 one-hour time slots on Tuesdays and Thursdays. Morning appointments are from 9:00 am – 12:00 pm. Afternoon appointments are from 1:00 pm – 4:00 pm.
3. All appointments are made on a "first come, first served" basis.
4. Plans must be quality control approved by building plan intake, with an FPP number established before a virtual review can be booked.
5. Use the following link to schedule a virtual review with the FMO, [Appointment booking \(pwcva.gov\)](https://pwcva.gov)

If you have additional questions, please call 703-792-6360.

Master Plans on File Process

The Fire Marshal's office has a Master Plans on File (POF) process for single family home models with NFPA 13D systems. The sprinkler systems for each house model are approved and placed in a master file to be used repeatedly, without submitting the same plan each time. The sprinkler contractor designs the system inside the house and stops the hydraulic calculations at the base of the riser for the incoming water supply. The process after the master plan is approved follows:

1. The builder determines the house model and site they are building on
2. The sprinkler contractor applies for a fire protection permit using the approved Master POF
3. The sprinkler contractor submits a Site Review Sheet (SRS) to ensure the water supply is adequate to supply the sprinkler system.
4. The FMO plan reviewer evaluates the site review sheet to approve or deny the plan.
5. Once the permit is issued, inspections proceed as normal.

This process significantly reduces plan review time, especially for large subdivisions. It also allows for better coordination between builders, contractors and homeowners, ultimately benefitting construction timelines.

SUBMISSION REQUIREMENTS

Fire Alarm Systems

Minimum Requirements for Fire Protection Permit (FPP) Submissions

Plan submissions are made electronically through the Building Development plan intake office. The submission package must comply with the Building Department's electronic submission requirements before the plans are reviewed by Fire Marshal's Office reviewers.

1. Detailed construction documents/shop drawings and specifications must include, (but are not limited to) the following:
 - a. Shop drawings shall be drawn to an indicated scale on sheets of uniform size.
 - b. Location and type of fire alarm device to be installed i.e., fire alarm control panel, annunciator panel, strobes, horns, manual pull stations, duct detectors, control valve monitoring device, tamper switch monitoring device, etc.
 - c. Location of devices above the finished floor, ceiling heights, etc.
 - d. Proposed zoning for system - if applicable, fire alarm zones shall be coordinated with sprinkler zones.
 - e. Location of control panels and annunciator panels.
 - f. A detailed sequence of operation narrative that describes the performance and function of every device in the system; this shall include auxiliary control functions such as elevator capture and recall, HVAC shutdown, Central Station notification, release of fire doors, smoke control, etc.
 - g. A scaled diagram of the graphic fire alarm annunciator panel (FAAP).
 - h. Detailed battery calculations.
 - i. Wiring riser diagram; include type, gauge of wire and quantity of devices.
 - j. Location of fire walls and fire doors, if applicable.
 - k. Equipment specification sheets for all fire protection components.
 - l. Provide Scope of Work.
2. Identify method of system supervision per the USBC.

Information included on this list is intended to represent the minimum requirements for fire protection plan submissions. Each fire protection plan is required to comply with all applicable codes and standards.

APPLICABLE CODES AND STANDARDS

Uniform Statewide Building Code (2021)
NFPA 72 (2019)

Fire Alarm Express Permits

Fire Alarm Express Permit Requirements

1. Must obtain a Fire Protection Permit.
2. Scope of work shall be the following with a maximum of ten (10) devices and no fire pump devices:
 - a. Monitoring the sprinkler flow and tamper switches.
 - b. Adding a fire alarm panel.
 - c. One smoke detector above the FACP.
 - d. One alarm device on the exterior of the building.
3. Fire alarm installation is still required to comply with NFPA 72; equipment listed for fire protection use is required.
4. Fire inspection is required (Fire Alarm, Battery Test and Fire Alarm Final).
5. During the fire inspection, the contractor is required to provide the following, but not limited to:
 - a. All fire alarm manufacturers equipment cut sheets.
 - b. A riser diagram showing FACP and all devices.
 - c. The location of FACP in the sprinkler room shows the proper clearance for the FACP.
 - d. Detailed battery calculations.
 - e. The sequence of operation.
 - f. Verification of the connection to the central station.

Note: The Fire Alarm Express Permit does not apply to existing fire alarm systems that need to modify the fire alarm panel, wireless monitoring systems, or any similar alterations. **This option will be allowed for all occupancies that only need a fire alarm sprinkler monitoring system.**

Automatic Fire Sprinkler Systems

Minimum Requirements for Fire Protection Permit (FPP) Submissions

1. Plans are submitted electronically through the Building Development plan intake office. The submission package must comply with the Building Department's electronic submission requirements before the plans are reviewed by Fire Marshal's Office reviewers.
2. Detailed construction documents/shop drawings must include, **(but are not limited to)** the following:
 - a. Shop drawings shall be drawn to an indicated scale on sheets of uniform size.
 - b. Sufficient detail to document the hazard classification; warehouse projects should provide a detailed letter describing the storage arrangement, the commodity classification, intended storage height of each commodity, whether there is fixed rack storage, dimensions of the rack/shelving including the vertical flues, spacing between aisles, etc. High-piled combustible storage buildings are required to comply with Chapter 32 of the IFC.
 - c. Cross-sectional details for sloped ceilings, attic roofs, stairways, elevation changes, (floor to floor and overall height dimensions of the building), etc. Also, provide details for potential obstructions such as bulk heads, ceiling fans, surface mounted lights, half height walls, etc.
 - d. Hydraulic calculations for most demanding area(s); all hydraulic reference nodes must be clearly delineated on the plan including the reference points to the water supply source.
 - e. Show the sprinkler zones and align them with fire alarm zones, if applicable.
 - f. Water supply data - must be within a one-year period and available water supply shall be adjusted to low hydraulic gradient. *Note: Water supply data is available from Prince William Water and water supply data for most of the Dale City area can be obtained from the Virginia American Water Company.*
 - g. Location, size, and type of pipes to be installed including sprinkler fittings.
 - h. Location, size, and type of all sprinkler heads to be installed; sprinkler legend shall include symbol, type, model number finish, temperature classification, orifice size, K-factor, thread size, manufacturer, escutcheon and quantity of each type and dimensions for sprinkler coverage (for residential application).
 - i. Spacing requirements, obstruction to sprinkler discharge requirements, etc.
 - j. Riser detail showing all devices including backflow preventer and FDC interconnection.
 - k. Details for hangers / fastener methods and locations (including trapeze style).
 - l. The use of "Sammy" screws hanger installation methods shall have an engineer's certification from the truss manufacturer when connecting hangers into engineered open wood web joist systems.
 - m. Location of all control valves and inspector's test valves.
 - n. Pipe volume calculations for dry systems.
 - o. Provisions for off-site monitoring and valve supervision.
 - p. Identify the location and rating of fire walls, fire separation walls, fire partitions, etc.
 - q. Submit equipment specification sheets for all fire protection components.
 - r. For residential applications, identify the sprinkler spacing requirements on the plans such as distances from surface lighting, air returns, fireplaces, ovens, heat diffusers, fireplace flue piping, washer/dryer, water heater, furnace, etc., in accordance with the manufacturer's equipment listing. Sidewall sprinkler heads are required on the top floor and no sprinkler

- piping shall be in areas subjected to temperatures less than 50°F, i.e., attic spaces, garage ceilings, and exterior walls.
- s. CPVC piping will follow minimum spacing requirements where the pipe is concealed and exposed to a heat source.
 - t. The minimum distance from heat producing sources shall be as follows: 18" for hot air flues and uninsulated heat ducts; 12" for uninsulated hot water pipes; and 6" from water heater or furnace unless otherwise specified by manufacturer's equipment specifications. Special consideration will be given to areas that will not permit such distances and will be evaluated on a case-by-case basis.
3. Submit a copy of the PWC approved site plan, i.e., approved by the Land Development and other related details including, but not limited to the locations of fire hydrants and underground fire mains.

Information included on this list is intended to represent the minimum requirements for fire protection plan submissions. Each fire protection plan is required to comply with all applicable codes and standards.

APPLICABLE CODES AND STANDARDS

2021 Uniform Statewide Building Code
NFPA 13 / 13R / 13D / 20 (2019)
NFPA 14 (2019) / 22 (2018)
NFPA 25 (2020) / 30 (2021)

Sprinkler Express Permits

***** For Mercantile & Business Use Groups with Construction Modifications up to 10 sprinkler heads or less.**

This process eliminates the need for plan review for minor modifications. For spaces with the use group of mercantile and business minor changes can be made such as relocating a wall or adding a restroom. “Big Box” mercantile stores qualify if the sprinkler system was initially properly designed and installed. The sprinkler type and K-factor need to be the same. There should not be extensive sections of pipe being added off the cross-mains. Relatively short lengths of pipe added to the system should be reasonably acceptable. If the scope of work does not meet the criteria below, the contractor must submit complete plans for the work.

The following criteria apply:

1. A Fire Protection permit (FPP) is required.
2. Sprinkler plans showing scope of work are required during the inspections.
3. Scope of work must be clearly defined on the permit –
 - a. Adding or relocating how many heads (also show it on the plans)
 - b. Reason for sprinkler modification, i.e., adding office wall, etc.
4. Add or relocate a combined total of 10 heads or less; sprinkler head(s) must be the same, i.e., same type, K-factor, temperature style, orifice, etc.
5. Sprinkler installation must comply with NFPA 13.
6. The sprinkler head spacing is required to be consistent with the existing design.
7. No modification to the sprinkler cross-mains or risers is allowed.
8. Sprinkler pipe must be consistent with the existing design.
9. New hangers shall comply with the spacing requirements in NFPA 13.
10. Fire protection system inspections are still required.

*** If the guidelines for this permit process are not met, the customer will be required to submit plans to the FMO for review.

Sprinkler System Water Supply Submission Requirements

All automatic sprinkler hydraulic designs submitted to the Fire Marshal's Office must provide for the following:

1. Flow test data for an on-site hydrant, provided and attested to by the water supplier providing water service, with the date of flow test. The date of the flow test must be within one (1) year of the submittal date. If an on-site hydrant is not available for the test, the closest available hydrant shall be used.
2. The elevation and street location of the test hydrant.
3. An adjusted water supply curve for the test hydrant shall be based on the low hydraulic grade line as provided by the water supplier. High and low hydraulic grade lines shall be obtained from the water supplier and shall be referenced to a specific date. Adjustment of the water supply curve at the test hydrant by use of the low hydraulic grade. The calculation shall consist of adjusting the entire water supply curve by subtracting the highest slab elevation (HSE) from the hydraulic grade by converting the difference to PSI.
 - a. Example: $S = 97$, $R = 30$, $Q = 800$
 - b. HSE 400 feet
 - c. Low H.G.L. = 600 feet
 - d. $600 - 400 = 200$ feet = 86.62 or 87 PSI
 - e. Hence use $S = 87$, $R = 20$, $Q = 800$ as design curve at test hydrant location
4. A minimum safety factor (5 PSI) below the (adjusted) water supply curve must be provided. This safety factor will not necessarily accommodate all potential increases in water supply requirements due to tenant fit outs. Final responsibility for long-and-short-term system adequacy rests with the designer/contractor/installer.

Fire Pump Calculation Submission Requirements

For buildings requiring fire pumps, a set of fire pump calculations is required by the Fire Marshal's Office. The calculations must show that sufficient pressure is available to provide support for the fire protection system being served. The calculation must show that 20 PSI is available at the suction side of the fire pump while the pump is operating at 150 percent of its rated capacity. Fire pump calculations must consider the low Hydraulic Gradient Line for the site and show that the fire protection system demand is under the fire pump test curve.

Standpipe Calculation Requirements

To perform calculations for standpipes required by USBC, two sets of calculations are necessary to determine riser piping sizes, supply piping and the water service piping. According to NFPA 14 (2019) the size of the supply piping to the standpipes must be sized to allow a minimum flow of 500 GPM for the first riser and), 250 GPM for each additional riser up to a total of 1250 GPM, for non-sprinklered buildings, or a total of 1000 GPM for fully sprinklered buildings, in accordance with NFPA 13. A residual pressure of 100 PSI needs to be maintained at the topmost outlet of each riser while flowing the minimum quantities of water shown above.

In fully fire suppressed non-high-rise buildings the 100 PSI need not be maintained but is to be replaced with the fireman's hose demand pressure required at the topmost outlet of each riser. For standpipes in buildings of 150' or more, standpipes must be supplied by an on-site fire pump.

The fireman's hose is to be supplied by the pumper having a pump curve using the following pressures and flows at the FDC:

- 0 GPM @ 200 PSI
- 750 GPM @ 199 PSI
- 1250 GPM @ 150 PSI

Note: Detailed sprinkler calculations still need to be submitted along with these calculations. Sprinkler and standpipe calculations must consider the low JGL for the site and come in under the water supply curve.

Underground Fire Mains

Minimum Requirements for Fire Protection (FPP) Submissions

Plan submissions are made electronically through the Building Development plan intake office. The submission package must comply with the Building Department's electronic submission requirements before the plans are reviewed by Fire Marshal's Office reviewers.

1. Detailed construction documents/shop drawings must include (but are not limited to) the following:
 - a. **PWC approved site plan** – i.e., approved by Land Development (which will have a perforated stamp) and other related details.
 - b. Designate the "Scope of Work" – the portion of pipe being installed (i.e., from the street to within 5' of the building, from 5' outside the building to the flange, or the entire fire line.
 - c. Location of the underground fire line; type and size of all pipe being installed.
 - d. Show the depth of cover for underground fire lines which shall have at least 42" of compacted soil cover measured from the top of the pipe. Loose gravelly soil, rock, concrete, asphalt or similar does not constitute part of the required depth of cover.
 - e. Mega-lugs and/or thrust blocking are required for all piping.
 - f. Equipment specification sheets are required for all fire protection components.
 - g. A cross-section diagram showing the entire length of the underground fire main relative to any exposure (e.g., storm water, sanitary lateral, etc.) that intersects with it.
 - h. All rods, nuts, bolts, washers, clamps, and other restraining devices shall be coated with a bituminous or other acceptable corrosion-retarding material.
2. Fire lines shall be designed and installed per NFPA 13 (2019).
3. No valves shall be installed in the fire line between the street valve at the water main and outside screw and yoke (O.S. & Y) valve inside the building.
4. Electrical ground wires shall not be connected to underground fire lines.
5. Provide at least 36" of insulated earthen cover between the fire line and any exposure (e.g., storm water, sanitary lateral, etc.) that may subject the pipe to a temperature below 40°F and include a profile of the underground fire main with the site plan.
 - a. Exceptions to the depth of cover using other materials must be approved by the Fire Marshal's Office. (Ex. - Extruded Polystyrene or XPS) Material Data Sheets **MUST** be submitted with the design/engineering plans and show profiles and details of how it is to be installed at the time of site plan submission.
 - b. Any plan that proposes materials other than earth cover as an alternative must include a geothermal calculation demonstrating that the design will maintain a minimum temperature of 40 degrees Fahrenheit. The calculation must be clearly shown and signed and stamped by a licensed professional engineer.

- c. Underground Fire Mains at depths greater than 60" from finished grade may be crossed by all utilities with less than 36" of separation, **EXCEPT** those open to the atmosphere. (Ex. - Storm water management and/or Roof drain lines.)
 - d. See the full PWC Design Construction Standards Manual (DCSM) for additional details and examples.
- 6. Show the location, types, and quantity of fittings to be installed. Provide elevation detail of all direction changes in piping.
 - 7. Underground fire lines for fire sprinkler, fire sprinkler/standpipe, or fire standpipe systems shall be installed such that the underground line terminates in a riser room located immediately adjacent to an exterior wall with a personnel door, permitting immediate access to the main fire sprinkler, fire sprinkler/fire standpipe, or fire standpipe control valves, located in the riser room for use by Fire/Rescue personnel.

For underground fire lines less than 6 inches in diameter, hydraulic calculations are required to determine the water supply demand and the appropriate pipe size for the sprinkler system design.

Information included on this list is intended to represent the minimum requirements for fire protection plan submissions for Underground Fire Mains. Each fire protection plan is required to comply with all applicable codes and standards.

APPLICABLE CODES AND STANDARDS

2021 Uniform Statewide Building Code
NFPA 13 (2019)
Prince William County DCSM, Section 303.06

Commercial Kitchen Hood Suppression Systems

Minimum Requirements for Fire Protection Permit (FPP) Submissions

Plan submissions are made electronically through the Building Development plan intake office. The submission package must comply with the Building Department's electronic submission requirements before the plans are reviewed by the Fire Marshal's Office.

1. Detailed construction documents/shop drawings must include, (but are not limited to) the following:
 - a. Details and dimensions of the kitchen hood, cooking appliances, exhaust duct, plenum, etc.
 - b. Type and size of appliances must be identified.
 - c. Identify the type and location of nozzles relative to each protected plenum, exhaust duct, and appliance (including the nozzle height above cooking surface).
 - d. Location, type, and function of detecting devices including temperature classification of fusible links, etc.
 - e. Type and quantity of extinguishing agent with complete calculations and manufacturer's data sheets to determine agent quantity.
 - f. Size, length, and arrangement of extinguishing system piping.
 - g. Location of the manual means of actuation.
 - h. Required alarms including a detailed sequence of operations.
 - i. Interconnection to exhaust fan, building fire alarm, gas shut-off and electric shunt-trip must be included.
2. Submit the fire suppression equipment specification manual which shows the system listing and pertinent sections that apply to the design.
3. Normal operating temperature shall be measured at the fusible link location above appliances, and the appropriate link shall be selected. Provide verification of this reading at time of inspection.

Information included on this list is intended to represent the minimum requirements for fire protection plan submissions. Each fire protection plan is required to comply with all applicable codes and standards.

APPLICABLE CODES AND STANDARDS

2021 Uniform Statewide Building Code
NFPA 17 (2020)
NFPA 17A (2020)

Emergency/Maintenance Repair Permits

DEFINITIONS

Emergency Repair Permit

This fire protection permit authorizes immediate repairs to restore **existing/approved** fire protection systems in urgent situations before a permit is obtained. The permit is intended to expedite repairs while ensuring compliance with safety standards. *Virginia Construction Code (VCC) Section 108.*

Maintenance Repair Permit

This fire protection permit authorizes rehabilitation of **existing/approved** fire protection systems. Periodic maintenance and minor repairs help ensure system longevity and functionality. The permit is intended to streamline the permitting process while maintaining compliance with applicable safety standards and the *Virginia Construction Code (VCC), Sections 108 and 901.*

Direct Replacement/Like and Kind

A component, device or appliance attached to a fire or life safety system that the manufacturer has identified/certified as a like and kind or similar replacement. Examples include sprinkler head – same type, K-factor, temperature, spray pattern, etc. fire alarm – same type, candela rating, fire alarm control panel (FACP), audio visual (AV) device, detector, audible rating (dB), power draw, kitchen hood – same type nozzles, flow rate, suppression media, cylinder, etc.

*** NO MODIFICATIONS OR CHANGES TO EXISTING DESIGN, LAYOUT, OR FUNCTIONALITY OF APPROVED LIFE SAFETY SYSTEMS ARE ALLOWED.**

Application Timelines

Emergency Repair Permit – application must be submitted **within one business day** of beginning the repair

Maintenance Repair Permit – application must be submitted and **permit issued**, prior to beginning the repair

Emergency Repair Permit Scope and Limitations

Sprinkler

- Up to five (5) heads, same K factor and temperature
- Up to twenty (20) feet of sprinkler pipe
- One drum drip, including the valve immediately above and below the collection chamber
- One air compressor

Fire Alarm

- Up to (10) notification or initiation devices
- One (1) fire alarm panel (FACP)
 - The panel must be listed as a direct replacement by the manufacturer
 - This only includes a FACP damaged by a known incident
- One fire alarm dialer (landline for landline or cellular for cellular only)

Underground Fire Line

- Repair or replacement of up to twenty (20) feet of an underground fire line due to mechanical damage or freezing

Kitchen Hood

- Emergency Repair Permit qualifies in the **following circumstance only**. System was activated due to moderate-sized fire, requiring minimal suppression from the fire department

Exclusions from the Emergency Repair Permit

The following repairs **are not eligible** for an Emergency Repair Permit:

Sprinkler - Repairs resulting from age, lack of maintenance, or negligence, such as:

- Leaking or corroded pipes, heads and valves
- Painted, dirty, or fouled sprinkler heads
- Modifications or additions to system

Fire Alarm

- Replacing a fire alarm dialer (landline to cellular)
- Upgrades to fire alarm

Kitchen Hood – plan review is required for kitchen hoods in the following circumstances:

- Large scale fire which overwhelmed the hood suppression system, extended to the duct work and impacted structural components of the building
- Replacement or changing of the cookline, nozzle coverage or type, cooking media or type, and / or appliances

Please see the following section for maintenance repair permit guidelines.

Maintenance Repair Permit Scope and Limitations

Maintenance or rehabilitation involving **existing/approved** fire protection equipment and systems as listed below. **Repair or replacement exceeding 50% of the system will require full plan review.**

Replacement parts must be direct replacement/like and kind.

- Fire alarm systems
 - Access or egress control systems or delayed egress locking or latching systems
 - Fire suppression systems - EXCEPTION – 100% of sprinkler heads can be replaced

No more than 50% of existing system is being replaced

System Replacement Components

Sprinkler – heads, nozzles, water control valves, drum drip, diaphragms, nitrogen generator, nozzles/caps, air compressor, pipe, flow switch, FDC components to include remote FDC's.

Standpipe – Pipes, pressure regulating valve, Siamese gate valve, hose valve.

Underground Fire Line – pipe, fittings, valves.

Fire Pump – rings, impellers, shaft sleeves, shafts, bearings, valves, coupling guards, motors/drivers, controllers, jockey pump controllers, pressure transducers.

Fire Alarm– Fire alarm control panel (FACP), Notification Appliances Circuit (NAC) panel, Initiating Devices (smoke detector, heat detector, pull station, damper, waterflow switch), A/V Devices (horns, strobes, speakers, bells).

Kitchen Hood – Piping, agent tanks, manual pull stations. NFPA 17 or NFPA 17A certified.

Required Documentation for Inspections

- Copy of Fire Protection Permit
- Manufacturer's specification sheets for each component or device being replaced
- Non-technical plan or shop drawing identifying location of items being replaced
- The plan must include:
 - FPP Number
 - Address of repair
 - Contact information for company performing the work
 - Scope of the work

Removed devices must be onsite for inspection. Discarding the original parts will result in a failed inspection, with rejection fee. A full plan review will be required.

Post Repair Inspections

Functional testing of all replaced system components will be conducted. The following section provides inspection guidelines.

Sprinkler

- System will be tested at normal operating pressure to ensure no leaks
- Drywall, ceiling tiles and required insulation must be installed ◦ This may necessitate a second inspection. Additional fees may apply
- 62 Hydro at operational pressure, 83 Visual and 66 Final are required
- For dry systems a 64 Trip inspection is required

Standpipe

- A flow test is not required, provided the replacement is identical to the original design
- 75 Standpipe Visual and 66 (Wet) or 88 (Dry) Final are required

Underground Fire Line

- Inspection of replaced pipe, 59 Visual, 61 Underground Flush are required

Fire Pump

- If a fire pump is replaced, a 72 Fire Pump test is required
- Additionally, a building electrical permit is required prior to the pump test

Fire Alarm

- Fire alarm panel replacement requires testing of 10% or more of all devices connected to the panel
- Verification of system's overall functionality and connection to central monitoring station

Notification Devices

- 73 Fire Alarm and 81 Final are required
- A system test and final inspection will be conducted, including testing 10% of connected devices

Fire Alarm Control Panels

- 73 Fire Alarm, 74 Battery and required ring down, 81 Fire Alarm Final
- No alteration to sequence of operations is allowed
- No additional devices can be added that would affect battery calculations, including changes to candela ratings or decibels of notification devices
- All replacements are installed in **same location** as replaced devices

Kitchen Hood

- 70 Hood inspection required if piping is replaced
- Inspection to evaluate coverage
- Maintenance/cleaning records may be reviewed when applicable
- Kitchen hood replacements must comply with NFPA 17 or NFPA 17A

Replacement Parts

- Repairs must use direct replacement/like and kind parts or devices to maintain safety and consistency
- All replaced components must be installed in accordance with NFPA standards
- All replaced parts must be kept on site for inspection/comparison

Discarding original parts will result in a failed inspection with rejection fee. A full review will be required.

Repairs Not Requiring a Permit

Sprinkler

- Gauge replacement in accordance with NFPA 25 Inspection, Testing and Maintenance (ITM) schedule
- Replacement of a single head with a direct replacement/like and kind part by a licensed contractor with no drywall or insulation damage. If sprinkler head activation causes water damage requiring insulation or drywall replacement, a permit is required
- Replacement of gaskets

Fire Alarm

- Re-setting, re-programming a malfunctioning fire alarm control panel (FACP)
 - Does not include dialer replacement.
- Replacement of a single smoke/heat detector, pull station or notification device
 - This is isolated and for a single failed device - not multiple devices

Kitchen Hood

- When system activated accidentally or resulted in immediate extinguishment of a fire as designed, system can be recharged, the fusible link replaced and returned to service by a licensed contractor. No bag test is required.
- All records of the service and system inspection must be kept for inspection by the Fire Marshal's Office upon request.
- Replacement of nozzles, caps, fusible links

Compliance with Code

All emergency / maintenance repairs must comply with the Virginia Construction Code (VCC), Virginia Statewide Fire Prevention Code (VSFPC) and NFPA standards. Repairs must use direct replacement or like and kind materials and meet all relevant safety and performance requirements.

Work Beyond the Scope

- For work exceeding the scope outlined above, a full plan submittal is required, **unless prior written approval is obtained from the Fire Marshal.**
- If additional unpermitted work is discovered, a rejection will be issued, and a full plan review will be required.

INSPECTION GUIDELINES

Scheduling an Inspection

Inspections for Fire Protection Permits (FPP) are conducted by Fire Marshal's Office staff during normal working hours, Monday through Friday, between the hours of 8:00 am and 3:00 pm.

To schedule a Fire Marshal's Office fire protection system or building inspection, **the permit holder** must either 1) use the e-Portal by going to www.pwcgov.org/dms and enter the required information, or 2) call the IVR inspection line at 866-457-5280 and follow the prompts. For assistance with these systems call 703-792-6360 between the hours of 7:30 am and 4:30 pm for assistance. Inspections for the following day must be scheduled before 3:00 pm. To cancel an inspection, please call 703-792-6360 by 8:00 am on the day of the inspection. Cancellations called in after this time will be subject to a cancellation fee.

Exceptions to Scheduling with the IVR or e-Portal

After Hours (overtime) Fire Inspections

Overtime inspection(s) are limited by staff availability. It is a voluntary program for FMO inspectors. The hourly charge is \$205.95 per hour. There is a two (2) hour minimum weekdays and three (3) hour minimum weekends for this service (per permit). A minimum of 1 hour travel time will be added when travel is not directly from the Fire Marshal's Office. Please contact FMO admin staff at 703-792-6360 to inquire about inspector availability.

Stocking Permit inspection (148)

Please contact FMO admin staff to schedule 148 inspections. A review of the associated BLD permit and all trades will be conducted to determine if the space qualifies stocking. See page 44 for inspection criteria.

Fire Lane Inspections

Please contact FMO admin staff at 703-792-6360 to schedule fire lane inspections. See page 58 for inspection criteria.

A representative of the permit holder must be at the job site to meet the Fire Marshal's Office Inspector. Copies of the Fire Protection permit, and approved plans must be on site at the time of inspection. All work performed must match the approved plans.

Fire protection permits may require one or more of the following inspections, depending on the scope of work being done. The numbers in parenthesis indicate the inspection number used when requesting a fire protection inspection.

FIRE PROTECTION SYSTEM ACCEPTANCE TESTING

Fire Alarm

A Fire Alarm Record of Completion must be provided prior to the fire alarm test beginning.

Fire Alarm (73) - A test/inspection of all fire alarm system components, including all manual and automatic activation/initiation devices, visual and audible warning devices. This is a 100% test of all devices according to the manufacturer's recommended method. The fire alarm control panel must be clear of any trouble signals (clear panel) prior to the start of this inspection.

Battery Test (74) - A test/inspection of the ability of the fire alarm system to sound all visual and audible horns for fire (5) minutes after the system has been on battery power for twenty-four (24) hours. If a generator is utilized for backup power, the battery test is not required. Please contact the FMO administrative staff at 703-792-6360 to bypass this inspection.

Fire Alarm Final (81) - A test/inspection of the entire fire alarm system installation to assure that the central station connection is online and in service. This inspection cannot be performed until the fire alarm and fire alarm battery test inspections have passed.

The above tests/inspections are done in accordance with NFPA 72 (2019), National Fire Alarm Code. The test/inspections can be done on separate dates or on two dates if they are done in consecutive order as shown above.

Fire Alarm Pre-Testing Requirements

1. Prior to installation of fire alarm systems, plans must be approval by Prince William County Fire Marshal's Office.
2. The fire alarm system **must be pre-tested** by the installation contractor or representative prior to scheduling the Fire Marshal's Office acceptance test inspection. This is to help alleviate rejections that will result in retesting. A Fire Alarm Record of Completion form (NFPA 72) must be provided to the Fire Marshal inspector.
3. To set up fire alarm acceptance tests, please call the IVR Number 1-866-457-5280 or schedule through your e-portal account www.pwcva.go/ePortal.
4. All fire alarm annunciator panels, control panels, and associated equipment are to be "buttoned up" with no loose wire hanging before the Fire Marshal's acceptance test will be conducted. The panel must be clear, without trouble or alarms.
5. During testing of the fire alarm systems, the following installers or representatives should be present to assist in testing the fire alarm systems if applicable:
 - a. Fire alarm installer

- b. Sprinkler installer
 - c. Elevator installer
 - d. Air handling unit installer (duct smoke detector(s))
 - e. Fire alarm control panel representative
 - f. Fire alarm panel programmer, where required.
6. The acceptance test will not be conducted without the approved signed/stamped fire alarm plans and submittals (cut sheets and electrical floor plans, etc.) on site.
7. All fees must be paid before the test.
8. The Fire Marshal's acceptance test will include but is not limited to the following:
- a. All smoke detectors will be tested by the manufacturer's recommended method.
 - b. All heat detectors will be tested.
 - c. All manual pull stations will be tested.
 - d. All flow switches (i.e., sprinkler, standpipe, and main fire line) will be tested by the actual flowing of water. Sprinkler flow alarm switches will be tested through a test orifice equal in size to the smallest sprinkler orifice in the system. **SPRINKLER RETARD FLOW SWITCHES MUST BE ADJUSTED TO A DELAY OF BETWEEN 45-60 SECONDS TO AVOID NUISANCE ALARMS.**
 - e. All tamper switches on any fire protection systems shall be tested. **Tamper switches on OSY and similar control valves must operate within 2 full turns of the fully opened position.**
 - f. All duct smoke detectors will be tested. Air handling units must be "running" during duct smoke detector test to allow the inspector to witness "shut down" of unit when duct smoke detector activate. The duct smoke detector shall annunciate as a supervisory alarm.
 - g. All smoke removal systems shall be tested to ensure the system operates by the approved method.
 - h. Trouble circuits will be "spot checked" periodically during the tests.
 - i. The alarm system will be checked with the system in "trouble".
 - j. All devices connected to the fire alarm system shall be properly identified on the fire alarm control panel and fire alarm annunciator panel. Proper identification is defined as a descriptive label of the type of device and its location. i.e., smoke detector, 3rd floor hallway or flow alarm, loading dock. Identification such as "A1" or "Z3" is not acceptable.
 - k. Any concealed detector must have a readily visible remote red LED light and descriptive label.
 - l. Floor call buttons for elevators shall be tested while elevators are in Phase I and Phase II.
 - m. If the sprinkler system is divided by zone, annunciation of sprinklers will be by floor, device, (sprinkler flow), and proper zone. If the sprinkler is a "looped" system covering an entire floor no zone annunciation will be accepted. Only floor level and device (sprinkler flow) shall annunciate. If the system is zoned, the sprinkler zones shall correspond with fire alarm zones.
 - n. High/low air pressure in the dry sprinkler system shall set off a trouble light and a buzzer on the annunciator panel. A separate circuit shall be on the control panel showing hi/low air pressure.
 - o. All suppression, detection devices, and equipment in the building shall be tied to the fire alarm system and tested.

- p. All Digital Alarm Communication Transmitters (Dialers) shall be tested. A copy of the approved plans shall be on site for the test.
- q. The fire alarm system will be tested with the alarm “on-line” with no trouble reports within the prior 24-hour period.
- r. All testing equipment shall be supplied by the contractor.
- s. Detection devices shall not be installed until after construction clean-up of all trades is complete. Any contaminated devices must be cleaned or replaced in accordance with NFPA 72 (2019).
- t. All ceiling tile, floor covering, and interior finish must be in place for testing of audibility and visibility of the fire alarm system. Visual appliance coverage must be complete before the test takes place. For fire alarm inspections in shell buildings the floor must be swept to keep dust at a minimum.

When Other Suppression Systems are Connected to a Fire Alarm

If other suppression systems are connected to the fire alarm, the associated inspections should be scheduled after the fire alarm final and before the sprinkler final.

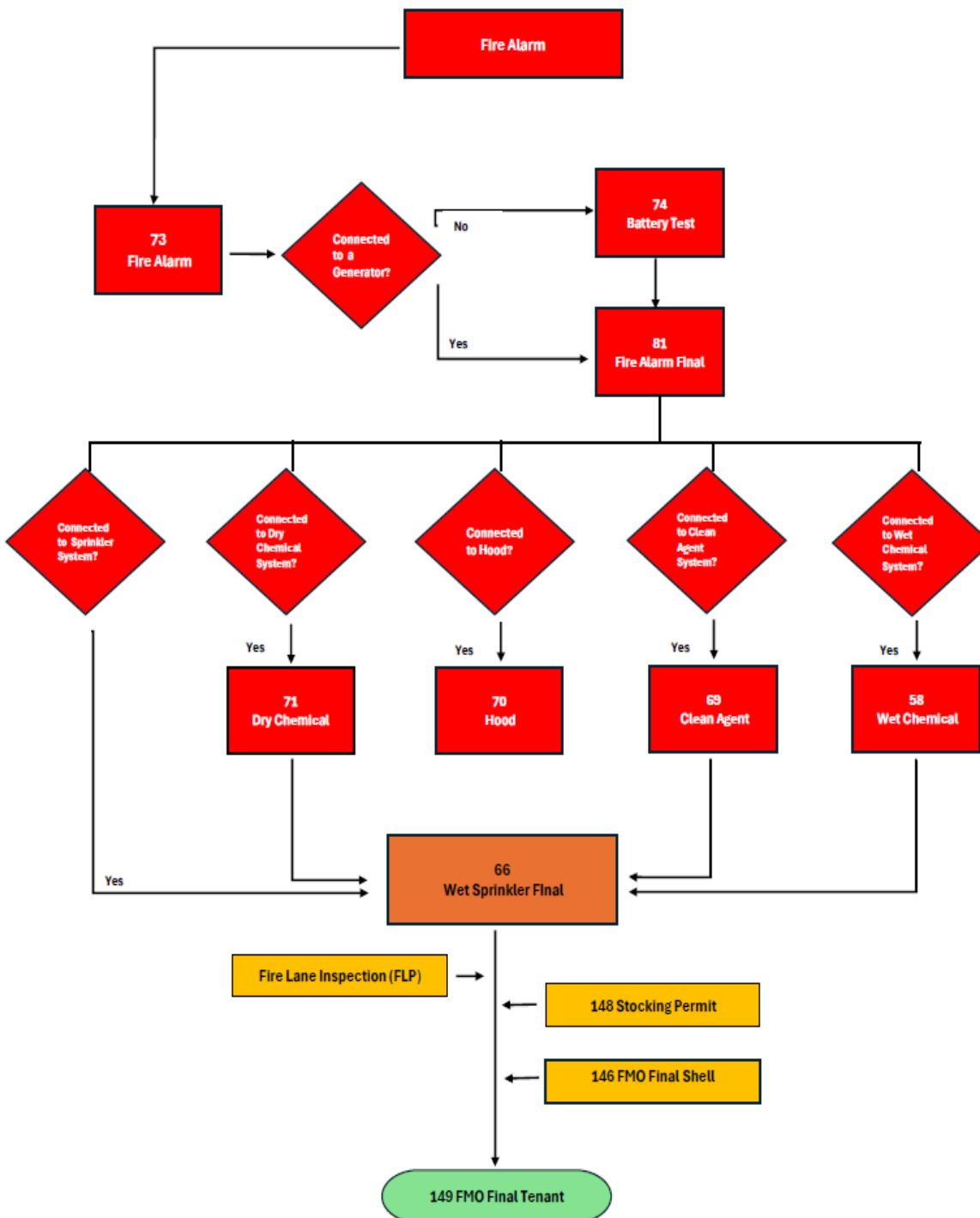
Wet Chemical (58) - A test/inspection of the hood fire suppression system, including the “dumping” of the extinguishment agent, or test medium, to assure proper operation, flow, fan, and if applicable, alarm operation. Prior to scheduling this inspection, any gas piping or electrical wiring to appliances located under the hood must have an approved final inspection by the appropriate agency (gas, mechanical, plumbing, or electrical department Finals).

Clean Agent (69) - A test/inspection of the hood fire suppression system, including the “dumping” of the extinguishment agent, or test medium, to assure proper operation, flow, fan, and if applicable, alarm operation. This requires that documentation of a successful “integrity” test, referred to as a door test, is conducted to assure that the area being protected is free from any significant air leakage that would be detrimental to the effectiveness of the clean agent being used.

Hood (70) - A test/inspection of the hood fire suppression system, including the “dumping” of the extinguishment agent, or test medium, to assure proper operation, flow, fan, and if applicable, alarm operation. Prior to scheduling this inspection, any gas piping or electrical wiring to appliances located under the hood must have an approved final inspection by the appropriate agency (gas, mechanical, plumbing, or electrical department Finals).

Dry Chemical (71) - A test/inspection to check for leaks, proper nozzle activation and correct discharge of the extinguishing agent. The test will verify the system’s ability to activate manually and automatically as well as the functionality of safety shut offs and fire alarm integration.

FIRE ALARM INSPECTION FLOWCHART



Kitchen Hood Systems

Hood (70) - A test/inspection of the hood fire suppression system, including the “dumping” of the extinguishment agent, or test medium, to assure proper operation, flow, fan, and if applicable, alarm operation. Prior to scheduling this inspection, any gas piping or electrical wiring to appliances located under the hood must have approved final inspections on the associated trade permits (gas, mechanical, plumbing, or electrical department finals).

Automatic Fire Sprinklers

Wet System Inspections

Sprinkler Visual (83) - A visual inspection of all components of the automatic sprinkler system, including hangers and their appurtenances. This inspection can be conducted at the same time as the sprinkler hydrostatic test when a hydrostatic test is required. All piping and hangers must be readily visible for the representative of the Fire Marshal’s Office to inspect from ground/floor level. For sprinkler systems utilizing plastic piping, the Fire Marshal’s Office inspector will require random removal of a representative number of sprinkler heads to visually inspect the sprinkler head and confirm that excess glue has not compromised the sprinkler’s ability to function. Also, any installations utilizing “Sammy” screws, or similar methods of hanging sprinkler piping, must have written documentation from the truss manufacturer or structural engineer to certify that the truss point load limits are not exceeded.

Sprinkler Hydro (62) - A hydrostatic test of all components of the automatic fire sprinkler system, including hangers and other appurtenances. The test is done at 200 PSI or 50 pounds over static pressure, whichever is greater, for a two (2) hour period. All piping and other appurtenances must be readily visible for the representative of the Fire Marshal’s Office to inspect from ground/floor level. A temperature of at least 40 degrees Fahrenheit must be maintained in the area where testing is being conducted. NFPA 13D system shall be Hydrostatically tested at normal operational pressure.

Sprinkler Alarm/Flow (63) - A test/inspection of the automatic sprinkler system to assure proper flow rate is available at the designed flow pressure (**if applicable**).

Sprinkler Antifreeze (90) - A test of the antifreeze solution (**if applicable**) in an automatic sprinkler system that uses antifreeze to prevent the sprinkler water from freezing. Minimum requirement is -20 degrees F.

Fire Pump test (72) - A test of the fire pump and associated control equipment (if applicable). This test will not be witnessed until 1) the underground fire main is completed and has Final inspection, 2) all associated sprinkler piping, including the fire pump test header, and other components have Final inspection, and 3) there is an approval by the electrical inspections division of the wiring to the fire pump driver, the fire pump controller, and secondary source of power, such as a generator and associated electrical transfer equipment (if provided).

Wet Sprinkler Final (66) - A test/inspection of the automatic wet fire sprinkler system, including testing of all flow switches, tamper switches, and other connections that are required to be monitored. Ceiling systems must be complete and connection to the central monitoring system must be online and in service to gain approval. This inspection cannot be performed until all the applicable wet sprinkler inspections/tests shown above have passed. If there is a standpipe system associated with the automatic wet sprinkler system, it must pass the standpipe flow test/inspection prior to approval of the sprinkler Final. The Fire Alarm Final must be approved prior to the Wet Sprinkler Final. Before connection to sprinkler piping a flush of the underground main must be witnessed by the Fire Marshal's office. **A contractor's Material and Test Certificate for Aboveground Piping must be provided at Final.**

***See gauge requirements on page 42.**

Dry System Inspections

Sprinkler Visual (83) - A visual inspection of all components of the automatic sprinkler system, including hangers and their appurtenances. This inspection can be conducted at the same time as the sprinkler hydrostatic test when a hydrostatic test is required. All piping and hangers must be readily visible for the representative of the Fire Marshal's Office to inspect from ground/floor level. For sprinkler systems utilizing plastic piping, the Fire Marshal's Office inspector will require random removal of a representative number of sprinkler heads to visually inspect the sprinkler head and confirm that excess glue has not compromised the sprinkler's ability to function. Also, any installations utilizing "Sammy" screws, or similar methods of hanging sprinkler piping, must have written documentation from the truss manufacturer or structural engineer to certify that the truss point load limits are not exceeded.

Sprinkler Hydro (62) - A hydrostatic test of all components of the automatic fire sprinkler system, including hangers and other appurtenances. The test is done at 200 PSI or 50 pounds over static pressure, whichever is greater, for a two (2) hour period. All piping and other appurtenances must be readily visible for the representative of the Fire Marshal's Office to inspect from ground/floor level. A temperature of at least 40 degrees Fahrenheit must be maintained in the area where testing is being conducted. NFPA 13D system shall be Hydrostatically tested at normal operational pressure.

Sprinkler Alarm/Flow (63) - A test/inspection of the automatic sprinkler system to assure proper flow rate is available at the designed flow pressure **(if applicable)**.

Sprinkler Air (65) - A test/inspection of the dry automatic sprinkler system utilizing 40 PSI air pressure for 24 hours.

Sprinkler Trip (64) - A test/inspection of a dry pipe fire sprinkler system to assure water reaches the inspector's test valve in sufficient quantity of flow within sixty (60) seconds of opening the inspector's test valve. After successful completion of the sprinkler trip test the sprinkler system is reset, and a

pressure build up test of the air compressor is conducted. The air compressor must be capable of reaching the required operating pressure within thirty (30) minutes.

Fire Pump (72) - A test of the fire pump and associated control equipment (**if applicable**). This test will not be witnessed until 1) the underground fire main is completed and has Final inspection, 2) all associated sprinkler piping, including the fire pump test header, and other components have Final inspection, and 3) there is an approval by the electrical inspections division of the wiring to the fire pump driver, the fire pump controller, and secondary source of power, such as a generator and associated electrical transfer equipment (if provided).

Dry Sprinkler Final (88) - A test/inspection of the dry automatic sprinkler system including the testing of all flow switches, tamper switches, and other connections that are required to be monitored. Ceiling systems must be complete and connection to the central monitoring system must be online and in service to gain approval. The inspection cannot be performed until all the applicable dry sprinkler inspections/tests shown above have passed. If there is a standpipe system associated with the automatic dry sprinkler system, it must pass the standpipe flow test/inspection also prior to approval of the sprinkler Final. Before connection to sprinkler piping a flush of the underground main must be witnessed by the Fire Marshal's office. Office. **A contractor's Material and Test Certificate for Aboveground/Underground Piping must be provided at Final.**

***See gauge requirements on page 42.**

Residential Sprinklers (13D/13R)

Sprinkler Breezeway Loop Visual (85) - A visual examination of the breezeway loop sprinkler piping (**if applicable**) before it is concealed. All piping and other appurtenances must be readily visible for the inspector at ground/floor level.

Sprinkler Breezeway Loop Hydro (84) - A hydrostatic test of all components of the breezeway loop sprinkler piping and appurtenances (**if applicable**). The test is done at 200 PSI or 50 pounds over static pressure, whichever is greater, for a two (2) hour period. All piping and appurtenances must be readily visible for the inspector at ground/floor level.

Sprinkler Breezeway Loop Flush (86) - A flush of the breezeway loop sprinkler piping (**if applicable**) and appurtenances until the water flowing from the piping is clear.

Sprinkler Visual (83) - A visual inspection of all components of the automatic sprinkler system, including hangers and their appurtenances. This inspection can be conducted at the same time as the sprinkler hydrostatic test when a hydrostatic test is required. All piping and hangers must be readily visible for the representative of the Fire Marshal's Office to inspect from ground/floor level. For sprinkler systems utilizing plastic piping, the Fire Marshal's Office inspector will require random removal of a representative number of sprinkler heads to visually inspect the sprinkler head and confirm that excess glue has not compromised the sprinkler's ability to function. Also, any installations utilizing "Sammy" screws, or similar methods of hanging sprinkler piping, must have written documentation from the truss manufacturer or structural engineer to certify that the truss point load limits are not exceeded.

Sprinkler Hydro (62) - A hydrostatic test of all components of the automatic fire sprinkler system, including hangers and other appurtenances. The test is done at 200 PSI or 50 pounds over static pressure, whichever is greater, for a two (2) hour period. All piping and other appurtenances must be readily visible for the representative of the Fire Marshal's Office to inspect from ground/floor level. A temperature of at least 40 degrees Fahrenheit must be maintained in the area where testing is being conducted. NFPA 13D system shall be Hydrostatically tested at normal operational pressure.

Sprinkler 2 Head Flow 13D (89) - A flow of the equivalent of two (2) sprinkler heads on a NFPA 13D automatic sprinkler system to determine if enough water is available at the required design water pressure. The location of the flow is determined by the approved plan.

Sprinkler 4 Head Flow 13R (87) - A flow of the equivalent of four (4) sprinkler heads on a 13R automatic sprinkler system to determine if enough water is available at the required design water pressure. The location of the flow is determined by the approved plan.

Wet Sprinkler Final (66) - A test/inspection of the automatic wet fire sprinkler system, including testing of all flow switches, tamper switches, and other connections that are required to be monitored. Ceiling systems must be complete and connection to the central monitoring system must be online and in service to gain approval. This inspection cannot be performed until all the applicable wet sprinkler inspections/tests shown above have passed. If there is a standpipe system associated with the automatic wet sprinkler system, it must pass the standpipe flow test/inspection prior to approval of the sprinkler Final. The Fire Alarm Final must be approved prior to the Wet Sprinkler Final. Before connection to sprinkler piping a flush of the underground main must be witnessed by the Fire Marshal's office.

***See gauge requirements on page 42.**

Code Modification – Sprinklers in Garage area

The FMO has determined that two visual inspections are required when pendant fire sprinklers are used in residential garages. The first visual is to witness the piping, hangers, etc. The second is for the batt insulation that is tented below the pipe to prevent the cold air in the garage from freezing it. A code modification is necessary to approve this type of installation. The benefits are the prevention of the piping from freezing, minimization of future code compliance issues and the reduction of fire department responses. The code modification process is as follows:

1. Code Modification is approved by the Building Department and attached to the approved fire sprinkler plans.
2. The following comment will be added to the FMO approval letter: "Code Modification BLD20XX-XXXXX requires an additional visual fire inspection to assure the insulation is installed as specified".
3. Once the plan is approved, the FPE plan reviewer will add a comment in EnerGov, "An additional visual inspection for the insulation in the garage ceiling is required due to the Code Modification".
4. Fire inspectors will perform the initial visual inspection. If the inspection is approved, the inspection will receive a PAP disposition with an added comment i.e., "Visual for the garage is approved; okay to install insulation according to the Code Modification: 2nd visual will be required".
5. Once the insulation is installed correctly and inspected, the second visual will be approved.

Hydrostatic Testing of Automatic Sprinkler Systems - Tenant Work

The Prince William County Fire Marshal's Office policy governing hydrostatic testing for automatic sprinkler work in tenant spaces follows the guidelines shown below. A hydrostatic test will be required for tenant work involving:

1. The addition or relocation of five (5) heads or more.
2. The addition of ten (10) or more new fittings.
3. The addition of twenty (20) feet or more of pipe (nipples shall not be counted as pipe length).
4. Or any combination of the above items.

Any work that meets the criteria of items 1 through 4 **will require a visual inspection, prior to any close-in, and a sprinkler Final upon completion of the job.** For example, the addition of 4 sprinkler heads would not require a hydrostatic test. Only a visual inspection, prior to any close-in and a sprinkler Final would be required.

***See gauge requirements on page 42.**

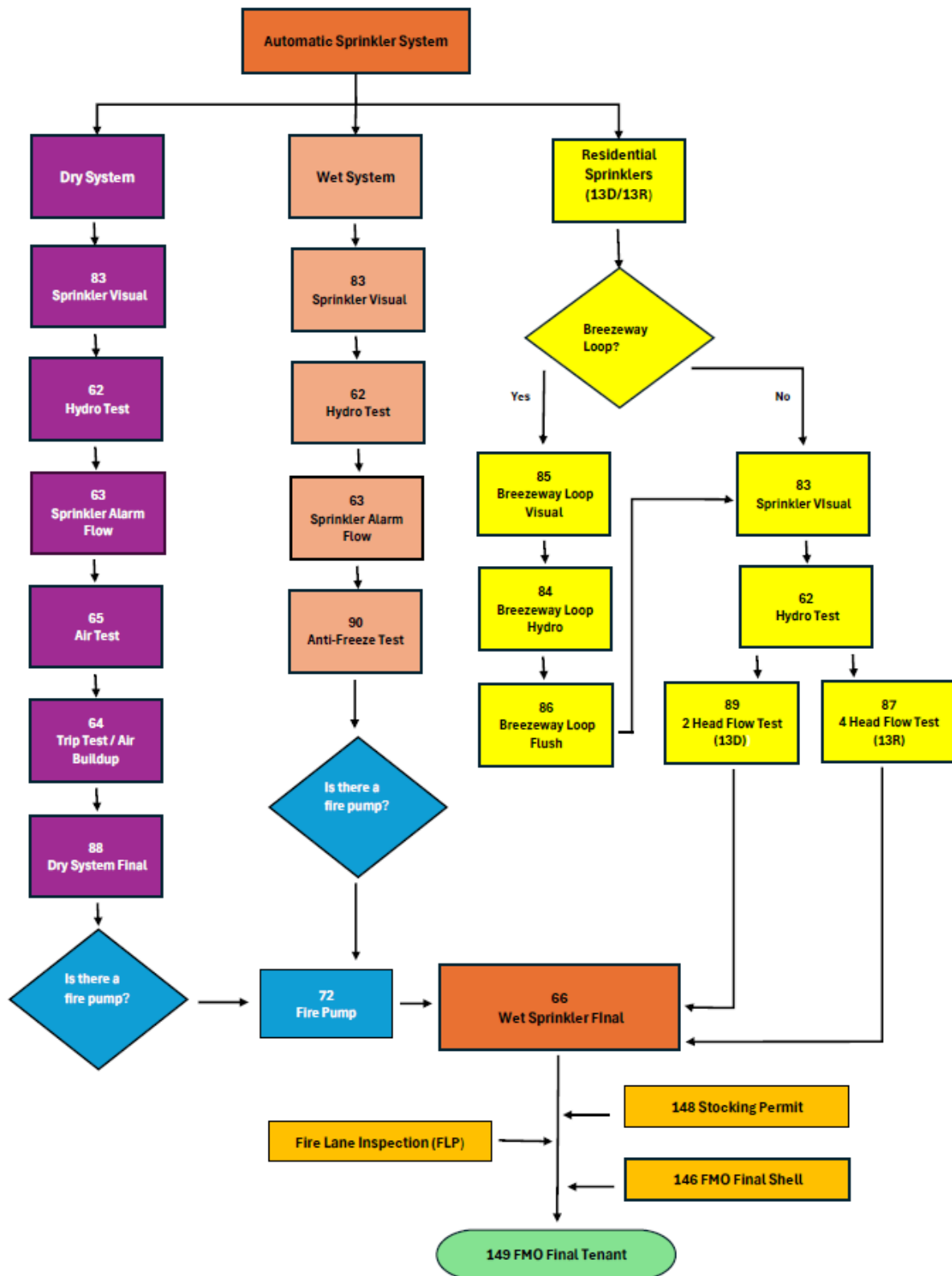
Fire Pump

Fire Pump test (72) - A test of the fire pump and associated control equipment. This test will not be witnessed until 1) the underground fire main is completed and has approved final inspection, 2) all associated sprinkler piping, including the fire pump test header, and other components have final inspection, and 3) there is an approval by the electrical inspections division of the wiring to the fire pump driver, the fire pump controller, and secondary source of power, such as a generator and associated electrical transfer equipment (if provided).

The above test-inspection is conducted in accordance with NFPA 20 (2019), Centrifugal Fire Pumps. Arrangements must be made by the contractor to supply sufficient approved equipment to conduct the necessary flow tests.

***See gauge requirements on page 42.**

SPRINKLER INSPECTION FLOWCHART



Underground Fire Main (UFM)

Visual (59) - A visual inspection of the piping, connections, thrust blocks, threaded rods, and/or mega lug connectors from the street water valve to the base of the flange for the connection to piping of the automatic sprinkler and/or standpipe system. If alternative insulation is approved, an additional visual inspection will be required.

Hydrostatic Test and Inspection (60)- A 200 PSI or 50 pounds over static water pressure, whichever is greater, hydrostatic test for a two (2) hour period of UFM components from the street water valve to the base of the flange for the connection to the automatic sprinkler and/or standpipe system. The test pressure for a UFM connected to 13D sprinkler system is street pressure.

Flush Test and Inspection (61) - A flush of the UFM piping between the street water valve and the base of the automatic sprinkler and/or standpipe system flange. This test and inspection are requested for **all** sprinkler system water supplies. (NFPA 13, 13R, and 13D). Where there is not a separate fire protection permit number for the underground main, the inspection request is called in on the sprinkler fire protection permit number.

Final inspection (82) – A review of the UFM system including tests and inspection records to assure that all the required system tests/inspections on the underground fire main are code compliant and have been approved. This inspection is generated by the inspector to finalize the permit. It is not scheduled through the e-Portal.

The above tests/inspections are in accordance with NFPA 24 (2019), *Private Fire Service Mains and Their Appurtenances*. The tests/inspections can be done on separate days or on the same day if they are performed in the proper sequence, visual, hydrostatic, and flush.

Table 1. Flow Rates for Flushing Underground Fire Lines

WATER FLOW RATE FOR LINE FLUSHING		
Pipe Size Inches	Flush Orifice Size Inches	Flow Rate GPM
2	2	60
4	3	400
6	4	750
8	4	1,000
10	6	1,500
12	6	2,000

*See Section 305.03, Table 3-6 of the PWC DCSM (revised April 10, 2024)

**** See gauge requirements on page 42.**

Standpipe System

Standpipe Visual (75) - An inspection of all standpipe components, including hangers and other appurtenances. All piping and hangers must be readily visible from ground/floor level. All discharges must be at the intermediate landing level. The Hydro and Visual test/inspections may be performed at the same time.

Standpipe Hydro (67) - A test/inspection of all standpipe system components. The hydrostatic test is done at 200 PSI or 50 pounds over static pressure, whichever is greater, for a two (2) hour period. A temperature of at least 40 degrees Fahrenheit must be maintained in the area where testing is being conducted.

Standpipe Flow (68) - A test/inspection to assure that enough water flow is available to ALL hose connections of a standpipe system to meet the design requirements dictated by NFPA 14.

Standpipe Final (55) - A test/inspection of the standpipe system including the testing of all flow switches, tamper switches, and other connections that are required to be monitored. All other standpipe inspections must be approved for the Final to be approved. **A contractor's Material and Test Certificate for Aboveground/Underground Piping must be provided at Final.**

***See gauge requirements on page 42.**

Installation of Pressure Reducing Regulating Valves on Standpipe Fire Hose Outlets

In accordance with NFPA 14 (2019), the following policy is adopted to define the type of fire hose pressure reducing valves to be installed in Prince William County.

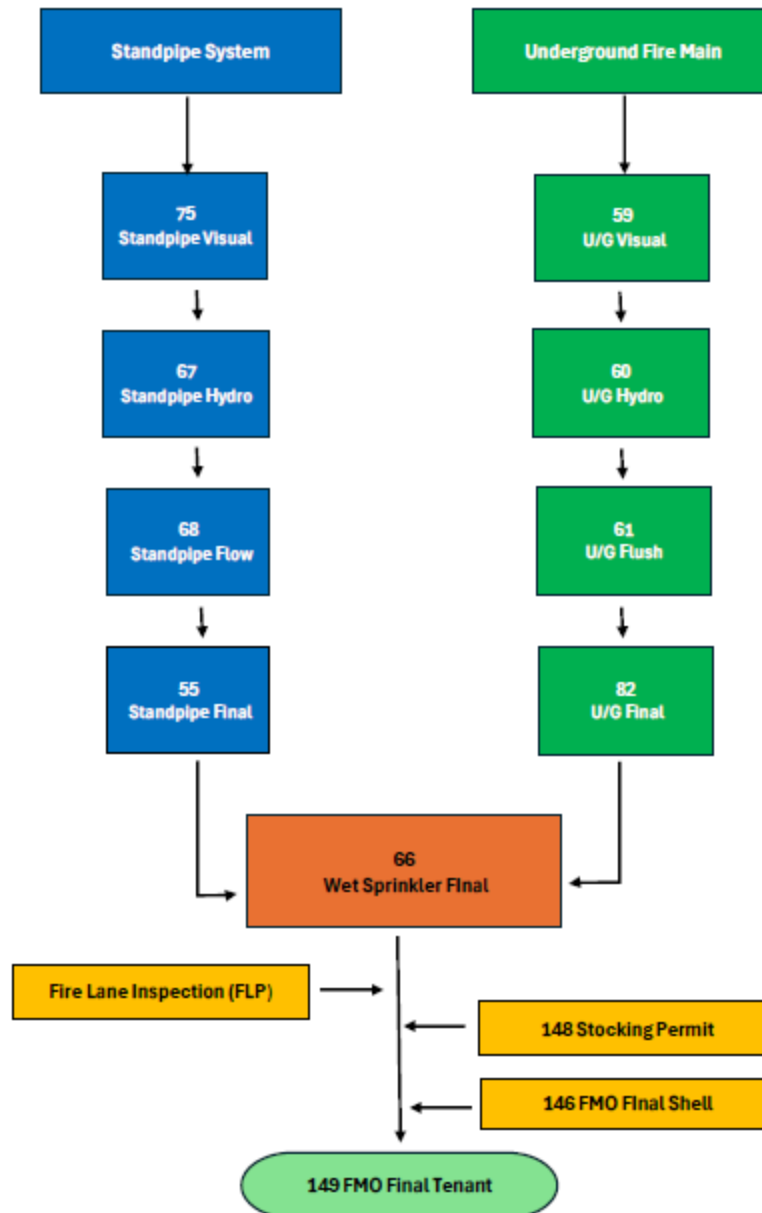
1. Pressure reducing/regulating fire hose valves shall be capable of delivering a residual flow pressure between 150 PSI to 170 PSI, at 250 gallons per minute. This standard shall be applied to all class I and III systems.
2. Pressure reducing/regulating fire hose valves shall be capable of external adjustment to higher pressures by the fire department. The external mechanism for reducing or regulating shall be capable of being removed completely, allowing the fire hose valve to function fully open.
3. Installation of pressure reducing/regulating valves shall not occur until:
 - a. Approved by the engineering plans review section of the Fire Marshal's Office.
 - b. Certification is received from the manufacturer on testing and pressure settings using 1 3/4-inch hose with a 100 PSI tip pressure.
 - c. Valves are tested on site by the installation contractor and witnessed by the Fire Marshal's Office.
 - d. Valves, once adjusted and approved, shall be fixed with a plastic break-away seal. This seal shall contain the date of the test, valve identification and contractor conducting test.
4. Once installation has occurred, the installation contractor shall forward a report to the Fire Marshal's Office with valve identification (i.e., numbering system), set points, location, and floor level.
5. Valves shall be inspected visually each year to ensure that the settings have not changed and there is no damage to the valves. If there is a question due to damage, change of settings, missing tag, etc., the valve shall be removed and retested.

Criteria for Gauges used for Fire Protection Permit Acceptance Testing

Gauges used in performing acceptance tests on fire suppression systems witnessed by the Fire Marshal's Office must meet the following criteria:

1. The gauge should be appropriate for the type of test, i.e., air gauge for an air pressure test, water gauge for a hydrostatic test.
2. Air gauges shall have increment markings of two pounds or less. Water gauges must have increment markings of ten pounds or less.
3. The gauge shall be capable of registering pressures above the maximum pressure required during the test (0 PSI to 300 PSI). The pressure registered during the actual test shall be at least the minimum required for the test and less than the maximum of the gauge register.
4. Gauges must be marked as accepted by UL and/or FM testing laboratories.
5. The Pitot tube and gauge must be capable of providing accurate readings to determine actual flow conditions.
6. The test gauge(s) must "zero" out at the end of a test to pass the inspection.

STANDPIPE AND UNDERGROUND MAIN INSPECTION FLOWCHARTS



FMO INSPECTIONS ON BUILDING PERMITS

FMO Final Inspection – Shell (146) - An inspection to assure that a “shell” building, or space is complete and ready for tenant layout work to commence.

Stocking Permit inspection – (148) - The stocking inspection is optional to allow storage of equipment, furniture, materials and merchandise during the construction process. FMO stocking inspections cannot be scheduled through the e-Portal or IVR. The permit holder must call 703-792-6360 between the hours of 7:30 am and 4:30 pm. The permit holder will need to provide the BLD number to FMO admin staff, who will verify that all prerequisites for the inspection have been met. The applicant must fill out a stocking request form and submit it to the permits and records branch. Approval to stock is given under the following conditions:

1. All fire suppression and alarm systems have been installed, inspected and approved
2. All building close-in inspections have been fully approved
3. A 148 inspection has been approved by the Fire Marshal’s Office
4. The approved equipment storage request must be posted at the entrance to the space

Approval for storage **does not** allow approval to occupy the space.

Minimum Requirements for Fire Marshal’s Office approval for Stocking – 148

The following **minimum** requirements must be met to secure a recommendation of approval from the FMO to the Building Official for stocking of a building, tent, or other structure. Responsibility for final approval and issuance of the stocking permit lies with the Building Official. This list is not all inclusive and shall be the **minimum** requirement.

All tests/inspections for fire protection permits must be completed, thus providing an acceptable degree of fire protection. These inspections may include one or more of the following, depending upon the scope of fire protection system work.

1. Underground fire main final (82)
2. Wet Sprinkler Final inspection (66)
3. Dry Sprinkler Final inspection (88)
4. Fire Alarm Final inspection (81)
5. All building and trade permit close in inspections fully approved

A stocking/storage permit inspection request must be made via e-Portal or IVR system **after all the above** tests and/or inspections have been completed and approved.

FMO FINAL Inspection – Tenant (149) - An inspection to recommend occupancy to the Building Official.

Minimum Requirements for a FMO Final – Tenant Inspection Approval – 149

This inspection is to ensure that a new building or space meets all applicable codes and ordinances for occupancy. The following requirements must be met to secure a recommendation of approval from the FMO to the Building Official for occupancy of a building, tent, or other structure. This list is not all inclusive and shall be the minimum requirements. Responsibility for final approval and issuance of the Certificate of Occupancy permit lies with the Building Official.

1. All required inspections on fire protection permits must be completed before scheduling a 149 inspection.
2. Fire lanes **(if applicable)** must be designated, inspected and approved or partially approved.
3. Partial approval of all trade permits on the TLO or shell permit **(if applicable)**.

The following is a minimum list of fire prevention code requirements that must be met at the time a FMO Final/tenant inspection is requested:

1. In use groups A, B, E, F, H, I, M, R-1, R-4, and S portable fire extinguishers, distributed and in compliance with NFPA 10, must be provided. Additional areas where portable extinguishers must be provided are listed in Table 906.1 of the SFPC.
2. Provide special signage (sprinkler room, electric room, no smoking, stairwell, etc.) as required by PWC Design and Construction Standards Manual, Section 300 *Fire Safety Systems*.
3. Post occupancy load in areas when required. (2021 USBC 1004.9)
4. All threads on FDC and fire hydrants must be compatible with 2½-inch National Standard Thread, accessible, and in service.
5. Exit access, exit, exit discharge, and other exit provisions must be completed and serviceable.
6. Street address visible from street side of building in minimum 6" tall numerals.
7. If an Operational Permit is required by the Virginia Statewide Fire Prevention Code, it must be applied for prior to approval for occupancy.
8. Fire lanes shall be reviewed, inspected and approved per Prince William County standards. A copy of the approved site plans shall be electronically submitted to the Fire Marshal's Office for designation of fire lanes (See Fire Lanes Information, page 56).
9. Fire doors, lock assemblies, panic hardware, exit signs, emergency lighting, etc. must be operable, in sufficient quantity, and of approved type.

A FMO Final inspection – tenant inspection request is to be made through the e-Portal or the IVR system after **all the above requirements** have been met.

Notes Concerning Inspection Flow

Prerequisites for a Sprinkler Final Inspection (88 or 66)

All sprinkler components (62, 83, etc.) must be approved. If there is an associated fire alarm, the 73, 74, and 81 fire alarm final must be approved. If there is an associated fire line, it must have an approved 82 final inspection.

Prerequisites for a Fire Line Final (82)

The permit must have approved 59, 60, and 61 inspections. The 82 final inspection will be approved administratively after the fire line is flushed. If there are two separate permits and the entire line is flushed, the flush can be recorded on both permits. For example, one permit for the street valve to 10' outside the building and one for 10' outside the building to the sprinkler flange inside (spool).

Prerequisites for 146 (Shell Final) and 149 (FMO Final) Inspections

ALL fire protection systems must have been approved and finalized. A 149 for a tenant space within a shell cannot be scheduled until the 146 inspection for the shell has a status of partial approval (PAP) or approved (APP).

Hydro (62) Inspection

Required for scope of 1) 5 heads or more, 2) 10 or more fittings, 3) 20 or more feet of pipe, or any combination of the three.

Fire Alarm Battery (74)

May or may not be required on an existing system depending upon the scope of work being done. If the fire alarm is connected to emergency generator power, a battery test is not required.

Stocking (148) Inspection

This inspection can be requested to allow stocking prior to issuance of the certificate of occupancy. Fire protection systems (sprinkler, standpipe, and fire alarm) must be finalized. Building concealment inspections must be approved. Shell buildings cannot have a 148 inspection as stocking of a shell is not permitted.

Fire Protection Plan Review Fees (7/1/2026)	
	Review Fee
Sprinkler System (Limited Area)	\$341.85
Sprinkler Express	\$621.20
Sprinkler Master Review	\$264.55
Sprinkler Light Hazard-Occupancy – Minimum Fee	\$621.20
1-100 sprinkler heads, fee per head	11.90
101-300 sprinkler heads, fee per head	8.95
301-500 sprinkler heads, fee per head	5.95
501+ sprinkler heads, fee per head	5.95
Sprinkler Ordinary Hazard & Rack Storage – Minimum Fee	\$621.20
1-100 sprinkler heads, fee per head	11.90
101-300 sprinkler heads, fee per head	5.95
301-500 sprinkler heads, fee per head	5.95
501+ sprinkler heads, fee per head	5.95
Sprinkler Extra Hazard – Minimum Fee	\$621.20
1-100 sprinkler heads, fee per head	11.90
101-300 sprinkler heads, fee per head	8.95
301-500 sprinkler heads, fee per head	5.95
501+ sprinkler heads, fee per head	5.95
NFPA 13D Systems (per system)	\$264.55
NFPA 13R Systems – Minimum Fee	\$621.20
1-100 sprinkler heads, fee per head	11.90
101-300 sprinkler heads, fee per head	8.95
301-500 sprinkler heads, fee per head	5.95
501+ sprinkler heads, fee per head	5.95
Dry Pipe Systems (per dry pipe valve)	\$264.55
Sprinkler with Standpipe add-on	\$178.35
Standpipe Systems Only – Base Fee plus	\$472.70
For each additional riser after one	135.70
Fire Pumps (per pump)	\$540.10
Underground Fire Line (per fire line)	\$532.10
Fire Alarms (First 10 fire alarm devices)	\$353.70
For each additional fire alarm device	8.95
Hood Systems	\$353.70
Carbon Dioxide Extinguishing System (per system)	\$404.90
Clean Agent Extinguishing System (per system)	\$264.55
Dry Chemical System (per system)	\$264.55
Wet Chemical System (per system)	\$264.55
Emergency/Maintenance Repair (permit with no review)	\$303.40
Resubmissions/Revisions (per submittal) residential	\$121.60
Resubmissions/Revisions (per submittal) non-residential	\$269.15
Resubmissions/ Revisions (per submittal) – 13D System	\$114.51
Fire Lane Plan Review / Inspection	\$160.00 / 303.45
Site Plan Review (Resi/Non-Resi)	\$160.00 / \$80.00
Subdivision Plan Review (Resi/Non-Resi)	\$120.00 / \$60.00
Fire Safety Evacuation Plan Review	\$99.70

Fire Protection (FPP) Inspection Fees – 7/1/2026	
55- Underground Fire Main	\$303.45
58- Wet Chemical	\$303.45
59- Underground Fire Main Visual Inspection	\$303.45
60- Underground Fire Main Hydrostatic test	\$303.45
61- Underground Fire Main Flush	\$303.45
62- Sprinkler system hydrostatic test	\$303.45
63- Sprinkler system alarm/flow	\$303.45
64- Sprinkler system dry system trip test/air pressure build up test	\$303.45
65- Sprinkler system 24-hour Air test	\$303.45
66- Sprinkler Final	\$303.45
67- Standpipe hydrostatic test	\$303.45
68- Standpipe system flow test	\$303.45
69- Clean agent test	\$303.45
70- Hood system test	\$303.45
71- Dry Chemical system test	\$303.45
72- Fire pump test	\$303.45
73- Fire alarm test	\$303.45
74- Fire alarm battery test	No charge
75- Standpipe visual	\$303.45
76- Flow test	\$303.45
77- Alternative Suppression Final	\$303.45
81- Fire alarm Final	\$303.45
82- Underground fire main Final (administrative check only)	No charge
83- Sprinkler system visual	\$303.45
84- Sprinkler system breezeway loop hydrostatic test	\$303.45
85- Sprinkler system breezeway loop visual	\$303.45
86- Sprinkler system breezeway loop flush	\$303.45
87- Sprinkler system 4 head flow 13R	\$303.45
89- Sprinkler 2 head flow 13D	\$303.45
90- Sprinkler Antifreeze	\$303.45
Post Concealment Inspection Analysis (2 nd inspection required)	\$121.60
Rejection Fee - not ready for inspection	\$180.35
Reinspection Fee – Inspection conducted, deficiencies noted	\$303.45
Cancellation Fee (if cancelled before 8:00 am)	\$48.65
After-Hours Inspection Fee per hour per permit (minimum 3 hours)	\$205.95
FMO Inspections on BLD permits	
145- FMO Final – Occupancy Evaluation	\$303.45
146- FMO Final – Shell	\$303.45
148- Furniture storage/stocking	No charge
149- FMO Final – Tenant	\$303.45
General Business Licensing Inspection	\$185.00
Residential Home Daycare Licensing Inspection	\$35.00
Commercial Knox (Key) Box Installation Inspection	\$85.00

*All invoiced inspection fees must be paid prior to scheduling the next inspection. A reinspection fee of \$303.45 will be charged for all follow up inspections beyond the initial inspection.

Inspection Fee Packages

Fees are charged by the Fire Marshal's Office for Fire Protection Permit inspections. The fee packages provide for payment of the initial inspections each type of fire protection system.

Additional fees will be incurred for large fire protection systems. As an example, a sprinkler system in a large building that has multiple zones would have an additional inspection fee of \$303.45 for each type of inspection per sprinkler zone. \$606.90 per set for the visual and hydro inspections associated with the additional zone(s).

To expedite and streamline the inspection fee process the appropriate fee package will be added to the fire protection permit fee and collected at the time the fire protection permit is issued. Additional fees not collected at that time must be paid **prior to the scheduling** of any fire protection permit Final inspection. This includes any rejection or cancellation fees involving fire protection permit inspections.

****See Fire Protection Permit fee schedule****

FMO Inspection Fee Packages - 7/1/2026			
FMO Fee Package	Permit Type	Inspections	Fee
1	Wet or dry system 5 heads or less	• Visual • Final	\$606.90
2	Wet system greater than 5 heads	• Visual • Hydro • Final	\$910.35
3	Breezeway loop	• Visual • Hydro • Flush	\$910.35
4	4 Head flow test & 2 Head flow test	• Visual • Final	\$303.45
5	Dry System	• Visual • Hydro • Air • Trip • Final	\$1,517.25
6	Hood system or Clean Agent	• Test	\$303.45
7	13D Sprinkler System	• Visual • Hydro • Underground Flush • 2-head Flow • Final	\$1,213.80
8	Fire Alarm	• System test • Battery test-no charge • Final	\$606.90
9	Underground Fire Main	• Visual • Hydro • Flush	\$910.35
10	Standpipe	• Visual • Hydro • Flow	\$910.35

FMO REVIEW OF SITE PLANS

The Fire Marshal's Office reviews site and subdivision plans as part of the Development Services Land Development Division (LDD) site plan review process. When site plans are submitted, they are assigned a case number and routed to all relevant offices for review and comment. The Fire Marshal's review checks for compliance with the Prince William County Design & Construction Standards Manual (DCSM), Section 300, Fire Safety Systems. Section 300 contains provisions concerning life safety, fire department operations, the current Virginia Statewide Fire Prevention Code, and other appropriate references, codes, and standards.

After review, the Fire Marshal's Office comments are sent to the Engineer of Record (EOR) and the LDD project manager via "electronic" communications. The comments are placed in the case record in the EnerGov permitting system. This process allows for early resolution to issues found during the review. The Fire Marshal's Office accepts electronic revisions to assist with resolution of deficiencies.

The following are deficiencies commonly found during reviews by the Fire Marshal's Office. This list is useful as a guide; it is not all inclusive.

Site and Subdivision Plan Checklist

Cover Sheet

Address and Fire Flow Information

1. The address of the facility and the available fire flow at 20 PSI residual pressure.
2. If the facility is in an area that does not have public water a DCSM technical waiver must be submitted providing the details and alternative fire protection measures that will be provided to satisfy the fire flow requirement.
3. The fire flow available must be in addition to the domestic and other service requirements for the facility.

Site Plan

1. Fire Department Access

- a. All portions of the exterior wall(s) must be within 150 feet of an access point and have an unobstructed travel path. It is helpful to provide a sheet showing compliance with this requirement especially if equipment or similar yards are involved that have fences and gates.
- b. The emergency fire vehicle access must provide the following:
 - i. Minimum 20-foot-width
 - ii. Ability to support a 45-foot, three-tandem axle, 80,000-pound vehicle
 - iii. A 13-foot 6-inch vertical clearance.
- c. The emergency EMS vehicle access must provide the following:
 - i. Minimum 10-foot-width
 - ii. Ability to support a 40,000-pound vehicle
 - iii. A 13-foot, 6-inch clear vertical clearance.

- d. The entrance for single-family dwellings is a maximum distance of 75-feet from the curb line or emergency access point.
- e. The entrance for multi-family dwellings is a maximum of 50 feet from the emergency access point. If unable to meet the requirements a DCSM technical waiver is required, which must include a plan showing how access is attained, details of the access (door, changes in elevation via ramp, and any obstructions encountered) on an architectural-type plan.
- f. Show any fences and/or gates in the access path.

2. Fire Hydrant Coverage

- a. All portions of the exterior wall(s) must be within 300 feet of a hydrant. This is measured as a fire hose would be laid and not by an arc radius. This distance is increased to 500 feet for single family dwellings and is measured along the centerline of the street.
- b. All fire hydrants must be a minimum of 50 feet from the exterior wall.

3. Fire Department Connections

- a. If a building has a sprinkler or standpipe system, the Fire Department Connection (FDC) must be shown on the plans.
- b. The fire department connection (FDC) should be visible from the street on the front side of the building in a location approved by the Fire Marshal's Office. If a visible location from the street is not possible, alternative locations should be approved by the fire marshal's office.
- c. A fire hydrant shall be provided within 100 feet of the FDC. There must be a clear line of sight between the two.
- d. The fire hydrant shall be a minimum of 50 feet from the structure.

4. Sprinkler Rooms

- a. If a building has a sprinkler room, the location must be shown on the plan.
- b. All sprinkler rooms shall include an exterior door leading directly into the room. The location of the door must be shown on the plan.

5. Underground Fire Lines

- a. Underground Fire Lines for sprinkler systems are labeled and shall include their location and size.
- b. Underground fire lines shall extend horizontally a minimum of twenty-four (24) inches, but not more than ten (ten) feet, into a building or structure beyond the inside exterior wall of the building.
- c. Underground fire lines shall be a minimum of six (6) inches in diameter unless hydraulic calculations are provided and approved by the Fire Marshal's office. There must be supporting documentation that a smaller diameter fire line will provide the pressure, and flow demands of the fire protection system it serves. All hydraulic calculations shall be prepared, sealed and signed by a professional engineer.
- d. Underground fire lines must have forty-two (42) inches of compacted soil cover depth.
- e. Underground fire lines must maintain a perimeter clear of other utilities and other non-compacted soil for a minimum of thirty-six (36) inches around the pipe.

NOTE: The Prince William County Design and Construction Standards Manual can be found [here](#).

6. Fire Lanes

A fire lane plan showing all signs, sign types, and curb markings for the facility shall be provided. If stenciling is to be used in lieu of a type B fire lane sign, the fire lane plan must indicate such.

7. Electric Security Gates

A connection to “Click to Enter” is required for ALL electric vehicular access gates. If a 24/7/365 staffed guard shack is shown on the plan, a DCSM technical waiver must be submitted to request exception from the “Click to Enter” requirement.

8. Underground Storm Water Management Facilities

An underground storm water management device, within 100 feet of a building or that is in a fire lane, must have approved signage indicating its presence and load carrying capacity.

9. Waivers

- a. Technical waivers pertaining to requirements found in Section 300 of the DCSM are submitted through the Land Development Division for review and approval. The Fire Marshal’s office will accept draft waiver proposals for comment to help facilitate a successful waiver request. Once the Chief Fire Marshal (or his/her designee) recommends approval, final approval is issued by Land Development
- b. Waiver requests must include:
 - DCSM section the waiver applies to
 - Detailed alternative measures provided
 - Other relevant details.

Fire Flow

1. Adequate fire flow (2500 GPM @ 20 psi minimum residual pressure) must be available on site.
2. Fire line properly sized (minimum 6" in diameter).

Fire Department Access

1. Adequate emergency vehicle access must be provided. If turns are included within the emergency vehicle access, provide the turning radii.
2. Dead-end fire lanes greater than 150 feet require a turnaround at the end.
3. Emergency vehicle access to within 150 feet of all portions of the building.
4. Swimming pool access – to be within 50 feet of the edge of pool, 10 feet wide access lane (must be posted fire lane) with 8-foot-wide personnel gates.
5. Height restrictions blocking emergency access (low overhead like a canopy). A 13-foot, 6-inch clearance is required.
6. Emergency vehicle access roads must be capable of supporting 80,000 pounds and be all weather in nature.
7. Buildings more than 5 stories need front and rear access.
8. Must be maintained clear and accessible all year.
9. Must have a mountable curb at entrance.
10. If a commercially available substitute for paving is used, (i.e., Grasscrete), the manufacturer's specifications and installation instructions for this item must be supplied to the Fire Marshal's Office for approval prior to installation.
11. Provide approximately 4-foot-high bollards with steel chain locked in between at curbside.
12. Entrances to access roads must be identified as a fire department access road at the road access point. Access lanes must be clearly delineated for the entire length and at the ends by bollards every 20 feet (10 feet on curves), or in another manner approved by the Fire Marshal.

Fire Hydrant Coverage and Location

1. Fire Hydrants shall be a minimum of 50 (feet) from all buildings and structures including townhouses except single family detached dwellings. (PWC DCSM 303.08.C)
2. Fire hydrants shall be located within a travel distance of no less than fifty (50) feet and no more than one hundred (100) feet of any fire department connection. (PWC DCSM 303.09.A). The fire department connection must be visible from the fire hydrant. The fire department connection for an automatic sprinkler system or standpipe system shall be visible from the street. The location for this fire department connection must be approved by the Fire Marshal's Office.
3. Fire hydrant coverage: Should comply with DCSM Sect. 303.08

Table 2 – Use Group and Fire Hydrant Remote Distance (DCSM Table 3-3)

Use	Distance
F, H, S, U – Industrial building and storage buildings	300
E, I – School and institutional buildings	300
A, B, M – Offices, commercial, church	300
R1, R2, R3, R4 – Motels, apartments, multi-family	300
R5 – Single family dwellings, detached	500

4. No obstructions are permitted within 3’ of a fire hydrant (plantings, fences, retaining wall, etc.) or 10’ of an automatic sprinkler system or standpipe system fire department connection.
5. All fire hydrants and water mains located in or on parking structures shall be protected from freezing (no heat tape).
6. Fire hydrants in single family dwelling areas shall be located as follows:
 - a. Lot line and/or
 - b. Curb of pavement
7. Fire hydrants subject to impact by vehicles must be protected by guard posts or other approved means.

****Note**** Other requirements for fire hydrants may be found in the Prince William County Design and Construction Manual, Sections 303.07-303.09.

Fire Lane Plan Submission Requirements

Fire Lane plans are reviewed and approved electronically. The application and site plan should be emailed to PWCFMOFLP@pwcgov.org; they cannot be submitted through the ePortal. Upon approval, one copy of the plans will be retained by the Fire Marshal's Office. to indicate where fire lanes are to be established by the painting of curbs and posting of signs. The following are the minimum requirements for fire lane plan (FLP) submissions made to the Fire Marshal's Office.

- ☐ Submission of a completed FLP submission form.
- ☐ Submission of Prince William County approved site plan showing the perforation stamp.
- ☐ Plans being submitted must be drawn to a scale of 1:50 or less. Plans should include street names, the building addresses, and building access points.
- ☐ The turning radius of all curves must be shown in feet.
- ☐ The distance to swimming pools from the point of vehicle access must be shown in feet.
- ☐ Any overhangs or other obstructions emergency apparatus will need to pass under shall be shown with the vertical distance from the road surface to the underside of the overhang or obstruction must be shown in feet.
- ☐ The type and location of each fire lane sign to be installed must be shown on the submitted plan.
- ☐ The location of access gates or other restrictive devices in or at the entrance to a fire lane must be shown.
- ☐ The submittal must comply with the most recent Virginia Statewide Fire Prevention Code and Prince William County DCSM Section 300.

Fire Lane Plan submissions can be made through the Fire Marshal's Office if not submitted with the site plan previously to Planning/Zoning.

Fire Lane Markings and Signs Installation Requirements

The Prince William County Design and Construction Manual (DCSM) requires the installation of fire lanes as part of the fire safety system requirements. The 2021 Virginia Statewide Fire Prevention Code governs the designation of the fire lane as well as the installation and sign specifications.

Under Section 503.1 of the 2021 Virginia Statewide Fire Prevention Code, the Fire Marshal is authorized to designate fire lanes on public streets and on private property where necessary. This is to prevent parking in front of, or adjacent to, fire hydrants and to provide for the required fire apparatus access road. Markings and signs are to be provided by the owner or agent of the property involved. Parking or otherwise obstructing such areas is prohibited.

Posting and marking of fire lanes must be established only where designated by the Fire Marshal's Office.

Criteria Used to Create Fire Lanes

Table 3 – Standard Requirements for Creation of Fire Lanes

STANDARD REQUIREMENTS	
Width Curb to Curb	Parking Condition
Less than 28 Feet	No parking permitted on either side of street
28 to 36 feet	Parking permitted on one side as determined by the Fire Marshal's Office
36 feet or greater	No fire lane will be established

1. Hydrants

- a. Parking is prohibited within 15 feet of a fire hydrant located along the curb line or edge of any public or private roadway. No special curb marking is required for enforcement.
- b. If fire hydrants are installed in parking lots located within a fire lane, curb and/or roadway markings are required in accordance with Section 3 below.

2. Sign Specifications

- a. Metal construction, 12" x 15".
- b. Red letters on reflective white background with 3/8" red trim strip around entire outer edge of sign.
- c. Lettering on sign to be: "NO PARKING OR STANDING FIRE LANE".
- d. Lettering size to be as follows: "NO PARKING" – 2-inch, "OR" – 1-inch, "STANDING" – 2-inch, "FIRE LANE" - 2.5-inch, arrows 1" x 6" solid shaft with a solid head 1.5" WIDE AND 2" deep.
- e. Signs are to be mounted with the bottom no less than 6' from the ground and the top no more than 8' to the ground unless otherwise directed by the Fire Marshal's Office.



- f. Posts for signs, when required, shall be metal and securely mounted, unless written permission for alternatives is obtained prior to installation from the Fire Marshal's Office.
- g. A minimum of two signs, with appropriate arrows, one at each end facing inwards, are required to establish a fire lane. When there are breaks in the curbing along the length of the fire lane, such as islands in a parking lot, bump outs for traffic easing or embedded parking spaces, additional signs,

with appropriate arrows, shall be added as needed to maintain the continuity of the fire lane. Additional signs, having appropriate arrows, shall also be installed as needed to maintain the spacing between the signs to 100' (30.48 m) or less.

Table 4 – Sign Types and Design

SIGN TYPE “A”:	SIGN TYPE “B”:	SIGN TYPE “C”:	SIGN TYPE “D”:
NO PARKING OR STANDING FIRELANE 	NO PARKING OR STANDING FIRELANE 	NO PARKING OR STANDING FIRELANE 	NO PARKING OR STANDING FIRELANE
Standard wording with an arrow at bottom pointing to the right. One sign mounted parallel to the line of curbing or pavement edge at end of painted area.	Standard wording with two directional arrows. One sign mounted parallel to the line of curbing or pavement edge at end of painted area.	Standard wording with an arrow at bottom pointing to the left. One sign mounted parallel to the line of curbing or pavement edge at end of painted area.	Standard wording with no arrows. Two signs mounted perpendicular to the line of curbing or pavement edge at end of painted area.

Fire lane markings, types of signs, locations, etc. are subject to approval by the Fire Marshal’s Office.

3. Curb Designation

- When curbing is provided adjacent to the fire lane, it must be painted yellow within the limits of the fire lane.
- In lieu of “B” signs, curbing shall be painted yellow with “Fire Lane” stenciled in black on the curbing every 50 feet of the fire lane in 4-inch letters.

4. Inspection

A field inspection is necessary for Final approval of fire lanes. This inspection must be approved or partially approved prior to occupancy. This inspection is to ensure that a building’s access points, and surrounding roadways meet fire safety standards. This involves verifying adequate width and clearance for fire apparatus, proper signage and markings and accessibility to fire hydrants and building connections. The fire lane inspection must be approved or partially approved before occupancy can be issued. FMO Fire Lane inspections cannot be scheduled through the e-Portal or IVR. The permit holder must call 703-792-6360, between the hours of 7:30 am and 4:30 pm. The permit holder will need to provide the FLP number to schedule the inspection.

SITE REQUIREMENTS FOR BUILDINGS UNDER CONSTRUCTION

Chapter 33 of the VSFPC applies to buildings under construction. Below are some requirements:

1. Approved vehicle access for firefighting shall be provided to all construction or demolition sites. Vehicle access shall be provided to within 10 feet (3,048 mm) of temporary or permanent fire department connections. Vehicle access shall be provided by either temporary or permanent roads, capable of supporting 80,000 pounds vehicle loading under all weather conditions. Vehicle access shall be maintained until permanent fire apparatus access roads are available.
2. An approved water supply for fire protection, either temporary or permanent, shall be made available as soon as combustible material arrives on the site.
3. If the building is required to have standpipes, not less than one standpipe shall be provided for use during construction. Such standpipes shall be installed when the progress of construction is **not more than 40 feet** in height above the lowest level of the fire department's vehicle access. Such standpipe shall be provided with fire department hose connections at accessible locations adjacent to usable stairs. Such standpipes shall be extended as construction progresses to within one floor of the highest point of construction having secured decking flooring. The maximum travel distance from interior standpipe connections to the most remote area is 200 feet.

Signage

1. Site

- a. Building Address – Arabic numerals at location legible from street or road fronting property, ½-inch stroke and 6-inch in height.
- b. Fire Lanes – See Fire Lanes Designation Section.
 - Fire Apparatus Access Roads – approved signs shall be provided for fire apparatus access roads to identify and prohibit obstruction. (2021 VSFPC 503.3).

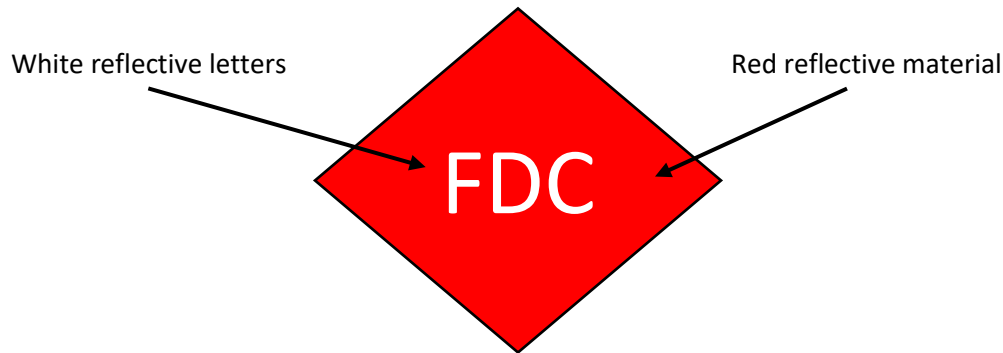
2. Building Exterior

- a. Exterior Doors
 - “Exit Door Do Not Block” – ¾-inch stroke, 4-inch height.
 - “Not An Exit, This Door Blocked” – ¾-inch stroke, 6-inch height (2021 VSFPC 504.2).
 - “Sprinkler Room Control Valves” – ½-inch stroke, 4-inch height.
- b. Fire Department Connection
 - Collar – identified as “Automatic Sprinklers”, “Standpipes”, “Test Connection” – ¼-inch stroke, 1-inch height (2021 VSFPC 912.5).
 - Must be readily visible, free of obstruction and approved by Fire Marshal's Office.

c. Location Signage

Wherever the Fire Department Connection is not readily visible. Such signs shall be readily visible from the street in a location approved by the Fire Marshal's Office, mounted on point, and meet the following requirements:

- The letters "FDC" shall have a minimum $\frac{3}{4}$ -inch stroke and be of a minimum of 4-inch in height and shall be visible from the street.
- Letters or other words to indicate location of the FDC shall be at least 4-inch in height.
- Arrows indicating the location of the FDC shall be of a minimum width of $\frac{1}{2}$ -inch stroke.
- The sign shall be of a minimum of 18 inches on each side and of durable construction.



d. Sprinkler Water flow Alarm

- Shall read "Sprinkler Fire Alarm – When Bell Rings Call 9-1-1 – $\frac{1}{2}$ -inch stroke, 1-inch high.
- Must be located near the device in a conspicuous position.

3. Building Interior

a. Interior Doors That Are Blocked

- "Not An Exit" – $\frac{3}{4}$ -inch stroke, 4-inch height.

b. Cabinets containing firefighting equipment such as standpipes, fire hose, fire extinguishers or fire department valves, must not be blocked or obscured from view – $\frac{1}{4}$ -inch stroke, 2-inch height in a color that contrasts with background color (2021 USBC and 2021 VSFPC 905.7.1).

c. Manual Fire Alarm Boxes on fire alarm systems not monitored by a supervising station – sign installed adjacent to each manual fire alarm box that reads "WHEN ALARM SOUNDS CALL FIRE DEPARTMENT" – $\frac{1}{4}$ -inch stroke, 1-inch height (2021 USBC and 2021VSFPC 907.4.2.4).

Electronic Access Gate

Access Gate (Click2Enter) – Gate permits (BLD) must be obtained through the Building Department.

The receiver box must be mounted in a manner that allows approaching Police vehicles and F&R apparatus to visually see the activated LED light.

1. Unit should include the optional Heater Kit
 - a. There are 2 passwords that are used to protect programming information. Level 1 and 2.
 - b. Level 1 is typically used by the installer. A Level 2 password must be provided to allow for reprogramming (such as when the radios are re-banded). Level 2 password must be the same on all devices (ex: C2Epassword1).
2. A master list of all C2E gates will be kept so that maintenance checks can be performed on them.
3. The following settings must be verified:
 - a. Double pulse activation.
 - b. Non-override Latch back must be set at 15 minutes.
 - c. Range of Operation must be set for line of sight.

If there is a power failure, the gate must default to OPEN.

Upon completion, the gate must be inspected by the Fire Marshal's Office. Inspections are scheduled by requesting a **143 Electronic Gate Inspection on the BLD permit**.

Emergency Access Key Box Repositories

The 2021 Virginia Statewide Fire Prevention Code, Section 506, authorizes the Fire Official to require the installation of an approved emergency access building entrance system (key box repository box) for all buildings except for single-family dwellings. The policy in Prince William County is that the provision of key box repositories is **voluntary** on the part of the owner of a building, tenant space, or other similar secured (locked) area. Currently, key box repositories manufactured by the Knox Company (3200 series) are the only ones that are approved for use. Key box repositories manufactured by other companies will be considered, upon submission for approval, if they are compatible with the Knox company system.

1. Prince William County is now using the e-Approval system for Knox Boxes. Everything is done online at www.knoxbox.com.
2. The key box repository shall be installed at a height of no less than 42 inches or no more than 54 inches above the ground.
3. The key box repository shall be installed just outside the primary fire department entrance to the building or facility in a visible location and readily accessible. Any question regarding the location of the box should be directed to the Fire Marshal's Office at 703-792-6360.
4. The key box repository shall be installed according to the manufacturer's recommendations in a location that is easily visible and accessible.

5. All access mechanisms in the key box repository shall be clearly labeled as to their purpose.
6. It shall be the responsibility of the key box repository holder to update all access mechanisms as necessary.
7. Only key boxes that are accessible using an approved key shall be permitted.
8. All key box repositories shall be keyed as required by the Fire Official and shall be listed and approved by a nationally recognized testing laboratory.
9. All key box repositories shall, at a minimum, contain the keys, electronic access cards, floor plans, HAZMAT data, and other vital building information as required by the Fire Official.
10. Boxes shall be installed prior to occupancy.
11. When a key box repository is received from the vendor, the installer should contact the Fire Marshal's Office to set up an appointment to verify the correct lock cylinder has been supplied by the vendor. This is important as Prince William County's key is different from the surrounding jurisdictions, such as the City of Manassas Park or City of Manassas.
12. When a key box repository is installed, the installer will need to contact the Fire Marshal's Office at 703-792-6360 to set up an appointment to have the key box locked, as it will be shipped in an "unlocked" status, and installation inspected (**142 inspection**).

Knox boxes to be installed in Prince William County can be purchased from the Knox Company via the internet. Failure to comply with this method of purchasing a key box may result in the incorrect key cylinder being furnished by the vendor. Literature on key box repositories may be obtained from the Fire Marshal's Office at 703-792-6360 or picked up at the Fire Marshal's Office located at 5 County Complex Court, Suite 160, Woodbridge, Virginia 22192.

Sprinkler Protection in Elevator Hoist Ways and Machine Rooms

To satisfy the requirements of ASME A17.1 (2019), NEC 620.51 (2020), USBC 2021, and NFPA 72 (2019), the following method of removing electrical power from elevator machinery prior to the activation of hoist way or machine room sprinklers are acceptable:

1. Install heat detectors with a lower temperature rating and higher sensitivity as compared to the sprinklers, at the top of the hoist way and/or in the machine room. These heat detectors will be part of the building fire alarm system and will be connected directly to the shunt trip disconnect(s) to the affected elevator(s). Activation of these heat detectors will disconnect power to the affected elevator(s). It should be noted that the fire alarm system will supervise the elevator power circuit as well as the initiating device circuit NFPA 72 (2019).
2. Place ordinary or intermediate temperature rated, standard response sprinkler heads near the heat detectors at the top of the hoist way and/or in the machine room NFPA 13 (2021).

This procedure allows for adequate sprinkler protection to elevator hoist ways and machine rooms as well as meeting the concerns associated with water application to live elevator machinery. It is applicable to structures built under the 2018 Virginia Uniform Statewide Building Code.

Note: See NFPA 13-2019 for an exception which allows omission of head at top of hoist way (not machine room). Also, see NFPA 13-2019 for elevator pit sprinkler and exceptions to same.

The above assumes that smoke detectors per ASME A17.1 (2019) and NFPA 72 (2019) are present for elevator recall.

FIRE PROTECTION AND LIFE SAFETY PROVISIONS FOR BUILDINGS UNDER CONSTRUCTION OR RENOVATION

The following building fire and life safety provisions must be completed, inspected, and approved prior to the issuance of the shell Certificate of Occupancy for initial tenant occupancy.

1. Means of egress, such as the exit stairs, must be clear and free of storage and obstructions.
2. Grade exit lobbies must be clear and free of storage and obstructions.
3. Grade exit corridors or passageways must be clear and free of storage and obstructions.
4. Elevator shaft enclosures must be free of trash and construction debris.
5. Mechanical shaft enclosures must be completed and intact.
6. Required exit lights and emergency lighting must be in place and operable.
7. Required fireproofing for structural members in the core and occupied areas must be completed.
8. All fire stopping of wiring, piping or other penetrations through floors, ceilings, and walls, both vertical and horizontal, must be in place.
9. Combustible tank and construction debris must be removed.
10. Storage shall comply with Section A1 through A4 below.
11. Firefighting, fire detection, and suppression systems shall be compliant with Sections C1 through C6 below.

Construction Materials Storage

1. Non-combustible storage (see table) shall be unlimited; however, storage **shall not exceed** the structural load design of the floor.
2. Combustible storage (see table) shall be limited to 2500 cubic feet or 10 percent of the floor area. Storage exceeding 2500 cubic feet will require a Fire Prevention Code Operational Permit in accordance with the 2021 Virginia Statewide Fire Prevention Code.
3. Storage, combustible or non-combustible, shall be arranged in organized piles with the floor kept broom clean and free of trash and construction debris. Storage shall be kept a minimum of 2 feet below ceilings or the lowest member of the floor/ceiling or roof/ceiling assembly.
4. Combustible storage areas located on an occupied floor shall be separated from the occupied areas by a one-hour fire rated partition.

For purposes of this section the following table is used for defining combustible and non-combustible materials:

Table 5 – Combustible and Non-Combustible Storage

Non-combustible Storage	Combustible Storage
Metal studs or fire-retardant pressure treated lumber, steel or other metal doors, sheet metal duct	Hollow core wood doors, wood studs, paneling and other wood products, carpet, and padding, VCT and base
Light fixtures wrapped in light plastic	Insulation with combustible vapor facing, flammable and combustible liquids, adhesives, and paints, etc.
Masonry products	Any item “non-combustible storage” where the quantity of combustible packaging or storage aids is deemed excessive by the building or fire official
Non-combustible insulation	

Construction Materials Sprinkler Requirements

1. In fully sprinklered buildings, sprinkler protection shall always be maintained.
2. In non-sprinklered buildings, an approved limited area sprinkler system shall be provided for combustible storage if an adequate water supply is available, i.e., standpipe system.
3. Unless the manufacturer’s listing requirements are more restrictive, sprinkler heads shall be located within 12-inches of the underneath side of the floor or roof deck above in either the pendent or upright position. If the ceiling grid and tile are in place, the sprinkler shall be installed in the pendent position and above the ceiling grid if required.
4. Where in the opinion of Building Inspections or the Fire Marshal’s Office, the type or quantity of combustible storage exceeds the limitations of the existing sprinkler system design, the sprinkler system in these areas shall be modified to conform to the fire hazard posed by the combustible storage.

Maintenance of Fire Protection Systems, Exit Ways, and Occupancy Permit Requirements

1. Prior to any tenant occupancy, a Building Shell occupancy inspection and approval is required by all inspection disciplines including, Building, Electrical, Mechanical, Plumbing, and the Fire Marshal’s Office (Health Department is required for food service establishments, medical buildings etc.).
2. **Approved** construction drawings are required on the job site for all inspection disciplines. This includes FMO approved plans for any sprinkler, fire alarm or other fire protection system.
3. The entire core, including exit corridors, passageways, stairs, and elevator shafts and doors **must be completed** throughout the building. The elevator must be inspected, approved and operational. Any work required in any part of the exit way system, after the first tenant move-in, shall be conducted after normal business hours or the building will be ordered evacuated.
4. The Prince William County Public Safety Communications Center shall be notified when any fire suppression, detection, or firefighting system is placed out of service and when placed

- back in service. The telephone number for making these notifications is 703-792-6500.
5. All sprinklers, standpipes, fire alarm systems and other required fire suppression or firefighting systems shall be in-service throughout the entire structure for first tenant occupancy. Under no conditions shall any fire suppression or firefighting system be shut off to any **occupied area** unless the valve or other activation control mechanism is continuously manned, during the period the system(s) are shut off. If this provision is deemed unworkable, any work shall be done after normal business hours. A documented Fire Watch shall be instituted during the time any fire suppression or firefighting system is out of service. Contact the Prince William County Fire Marshal's Office for Fire Watch procedures.
 6. If any fire protection system must be taken out of service during normal business hours, a documented Fire Watch shall be instituted during this time (see item 4 above). See Fire Watch requirements for more information.
 7. See Construction Materials Storage Requirements on page 63.

The criteria set forth in this document should cover most field conditions. It is conceivable that individual situations may arise which must be evaluated for compliance on a case-by-case basis. Please call the Fire Marshal's Office for any related questions at 703-792-6360.

Placing Fire Protection Systems in and Out of Service

During any construction or remodeling operation, it is important that the fire protection system remains operable. Any existing system scheduled for removal shall not be removed until the new system is installed, tested, and approved. When it becomes necessary to disable any system, it must only be done under the following conditions:

Anytime a fire protection system is taken out of service the Virginia Statewide Fire Prevention Code requires the building owner to designate an impairment coordinator who is responsible for coordinating restoration or repair efforts to the fire protection system, assuring the life safety of affected occupants is not compromised, and assuring that all required tests are conducted prior to returning the system back in-service.

The Prince William County Public Safety Communications Center **shall be notified**, prior to disabling any system, by calling 703-792-6500.

The following information will be provided:

1. The name of the person calling.
2. A telephone number where they can be reached.
3. The reason the system is disabled.
4. The anticipated time and date the system will be returned to service.

PWC Communications will notify the Duty Fire Marshal that the system is out of service. The Duty Fire Marshal will visit the site, placard the building and put it on fire watch. The person(s) assigned will tour the building continuously, recording the date, time and area checked in a notebook that can be visually inspected.

The Prince William County Public Safety Communications Center **shall be notified**, upon the fire protection system being placed back in service, by calling 703-792-6500.

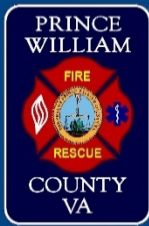
Repairs or modifications to existing systems will be allowed during normal business hours to individual tenant spaces, provided there are supervised control valves to each space, and there is no combustible storage in that space. Exceptions to the above will be allowed for emergency repairs only (see page 22), and those repairs will be diligently pursued.

Fire Watch

A Fire Watch is a temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire, and notifying the fire department.

The following guidelines shall be used in commercial and multi-family residential occupancies when a Fire Watch is ordered by the Fire Marshal's Office:

1. A Fire Watch shall be established and continuously maintained throughout the building. The Fire Watch shall be performed by responsible individuals designated by facility management.
2. All areas within the building shall be visually surveyed and inspected for evidence of heat, smoke, or fire at intervals of one-half hour / one hour (see sections 3 and 4 below).
3. The number of people required will be such that the entire building can be checked every hour except for Residential (use Groups R-1 or R-2), Institutional (I-1, I-2 and I-3), and Education (use Group E) which must be checked every half hour.
4. The fire watch shall be staffed by a minimum of one person per floor in health care occupancies, and one person per every three floors in all other occupancies.
5. All personnel assigned to Fire Watch responsibilities shall not have any other responsibilities other than that of conducting the Fire Watch.
6. Management shall verify that **all** exit doors, exit access aisles, and exit discharges are unobstructed and functional.
7. Personnel performing the Fire Watch shall have a means of communication that will allow them to immediately convey an alarm condition to the other member(s) of the Fire Watch and the Impairment Coordinator. An emergency plan with guidelines for evacuation, extinguishment of fires and guidelines for calling 911 should be available to all Fire Watch personnel.
8. A written record, including date, time, and the person(s) conducting the Fire Watch is required.



Fire Alarm Express Permit



Fire Alarm Express Permit Requirements

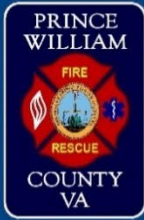
- Must obtain a fire protection permit.
- Scope of work shall be monitoring the sprinkler flow and tamper switches, adding a fire alarm panel, one smoke detector above the FACP, and one alarm device on the exterior of the building.
- Fire alarm installation is still required to comply with **NFPA 72**; equipment listed for fire protection use is required.
- Fire inspection is required (Fire Alarm, Battery Test and Fire Alarm Final).
- During the fire inspection, the contractor is required to provide the following, but not limited to:
 - ✓ **All fire alarm manufacturer's equipment cutsheets**
 - ✓ **A riser diagram showing the FACP and all devices**
 - ✓ **The location of FACP in the sprinkler room showing that the proper clearance for the FACP**
 - ✓ **The battery calculations**
 - ✓ **The sequence of operation**
 - ✓ **Verification of the connection to the central station**

Note: The Fire Alarm Express Permit does not apply to existing fire alarm systems that need to modify the fire alarm panel or any similar alterations. This option will be allowed for all occupancies that only need a fire alarm sprinkler monitoring system.

For more information please visit
our website below or contact us at

<http://www.pwcgov.org/FMOPlanReview>

Fire Marshal's Office
Prince William County
Department of Fire & Rescue
5 County Complex Court
Prince William, VA 22192
703-792-6360



Sprinkler Express Permits



Are you looking for a speedy sprinkler permit? Here's what you can do!



- Prince William County Fire Marshal's Office offers an option to obtain permits for mercantile and business use groups with construction modifications to ten sprinkler heads or less.



What is in it for me?

- Fire Sprinkler plans are not required to be submitted for review, but need to be on job-site for inspection.
- The process is intended to speed the permit process for contractors who are doing relatively minor sprinkler changes.



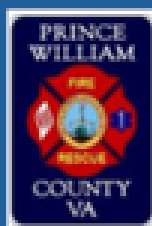
How do I Qualify?

- Must obtain a fire protection permit
- Sprinkler plans must show scope of work during inspection.
 - ✓ *Scope of work must be clearly defined on the plans and permit.*
 - ✓ *Explanations for all sprinkler modifications must be included.*
- May add or relocate a combined total of ten(10) heads or less
 - ✓ *Sprinkler heads must be the same type, k-factor, temperature, style, etc.*
- Sprinkler installation must comply with **NFPA 13**.
- Sprinkler head spacing and pipe must be consistent with existing design.
- No modifications to the sprinkler cross-mains or risers are allowed.
- New hangers must comply with the spacing requirement in **NFPA 13**.
- Customers must complete fire inspections.

For more information please visit
our website below or contact us at

<http://www.pwcgov.org/FMOPlanReview>

Fire Marshal's Office
Prince William County
Department of Fire & Rescue
5 County Complex Court
Prince William, VA 22192
703-792-6360



Emergency Repair / Maintenance Permit



Permit Requirements

- Submit Emergency Repair/ Maintenance permit checklist and FPP application through the e-Portal
- Application must state scope of work as defined below

EMERGENCY REPAIR PERMIT FOR EXISTING APPROVED SYSTEMS

Sprinkler – up to five heads, up to 20 feet of pipe, one drum drip with valve, one air compressor

Fire Alarm – up to ten devices, 1 FACP if damaged, 1 dialer (like and kind)

U/G Firemain – up to 20 feet of pipe due to damage or freezing

Hood – If activated due to moderate fire or if pipe is broken

MAINTENANCE PERMIT FOR EXISTING APPROVED OR NEW SYSTEMS

Sprinkler – Heads (100%) – nozzles, valves, pipe, drum drip, flow switch, air compressor

Fire Alarm – FACP, NAC panel, initiating devices, notification devices

U/G Fireline – pipe, fittings, valves

Hood – leaking pipe, detection line, pull stations

Fire Pump - replacement

NO MODIFICATIONS TO EXISTING APPROVED SYSTEMS ALLOWED

- All replacement parts must be “like and kind” and remain on site for the inspection.

BENEFITS - No plan review required, minimal fee for one inspection, speedy, code-compliant repairs**

For more information visit our website [here](#):

Fire Marshal's Office
PWC Department of Fire and Rescue
S County Complex Ct. #160
Prince William, VA 22192
703-792-6360

**Fire Protection Plan
Virtual Plan Review Service
A “One Stop Process”**



WHEN: TUESDAYS AND THURSDAYS

6 TIME SLOTS EACH DAY: 9:00 AM — 12:00 PM / 1:00 PM — 4:00 PM

50 MINUTES ALLOCATED

*****PLANS MUST BE QC APPROVED BY BUILDING PLAN INTAKE PRIOR TO SCHEDULING A VIRTUAL APPOINTMENT*****

VIRTUAL REVIEW SCHEDULING LINK
[Appointment booking \(pwcva.gov\)](http://pwcva.gov)

TYPES OF PLANS QUALIFYING FOR VIRTUAL REVIEW:

- Fire sprinkler modifications of 50 heads or less, no hydraulic calculations involved
- Fire Alarm modifications involving 15 devices or less; no modification to FACP unless it is exact model as the one being replaced
- Fire alarm systems associated with an access control device, such as the use of magnetic/electronic locking mechanisms
- Fire alarm monitoring of a fire sprinkler system flow and tamper switch (Highly recommend Fire Alarm Express permit)
- Range hood suppression systems
- Underground fire lines with a copy of approved site plan
- Fire lane plans (FLP) that are identical to the approved site plan. FLP number must be established by FMO admin staff prior to booking appointment
- Site specific review sheets for NFPA 13D fire sprinkler permit applications for previously approved Master Plans on File (single family dwelling models)

NOTES:

- All submitted plans must meet the minimum submission requirements
- Minor revisions are allowed if they meet the above criteria and identify the scope of the changes with “clouding”
- The Designer of record must be present during the session
- Appointments are limited to two per week per contractor. Unfilled time slots remaining within 24 hours of the scheduled session may be claimed by any contractor, regardless of the two submittal limit

