



SUBMITTAL REQUIREMENTS: Automatic Sprinkler and Standpipe System

Codes and Standards Used in the Review Process:

- North Carolina Fire Code
- North Carolina Building Code
- Applicable NFPA standards including but not limited to NFPA 13 and NFPA 14

Submitting Plans:

1. Visit <http://winston-salem.idtplans.com>. If you have never used the IDT system before, you will need to create an account by clicking the **Sign Up** button.
2. Sign in using your email address and the password you created.
3. Click on the **Submit a Project for Review** button.
4. Select the correct application type, then follow the steps to complete the online permit application, upload your files, pay your fees, and confirm your submission.

Submittal Requirements:

- **BUILDING PERMIT NUMBER** – If the project is associated with a building permit number, that permit number must be provided in the online application.
- **FLOOR PLAN** -- Provide a scaled, detailed floor plan. Preferred scale is 1/8 inch equals 1 foot. The scale must be indicated on the plans. The floor plan shall also indicate the system designer and the date of the design. An elevation view must also be provided.
- **PROJECTS INVOLVING LIMITED SCOPE** -- If the scope of the project is limited to a specific area, identify that area. Otherwise, all areas shown will be considered part of your project.
- **COMMODITIES PROTECTED** -- Identify the commodity classification(s) being protected. A description of the exact commodity and height must also be included. Storage configurations must also be described.
- **UNPROTECTED SPACES** -- Indicate the locations of any areas not protected by sprinklers.
- **PROTECTION AREAS** -- Provide calculations for the square footage of each riser's protection area. Protection zones for standpipe connections shall be designed in accordance with NFPA 14 and other applicable requirements.
- **SYSTEM COMPONENTS** -- Provide descriptions and specifications (including cut sheets) for all system components including pipe sizes and sprinkler head information.

- SYSTEM DESIGN -- Indicate the specific type(s) or classification(s) of system(s) being installed.
- FIRE DEPARTMENT CONNECTIONS -- Indicate that all new or replaced FDCs are provided with four-inch Storz connections and 30-degree downturns. Remote FDC installations are generally preferred.
- HOSE THREADS -- Indicate that all new or replaced hose connections (other than FDCs) are provided with National Standard thread patterns.
- LOCKING CAPS -- Indicate that all FDCs and standpipe connections will be secured using Knox locking caps.
- HYDRAULIC CALCULATIONS -- Provide hydraulic calculations for the system, including calculations for any modifications to a system previously designed using hydraulic calculations.
- EXCEPTION TO HYDRAULIC CALCULATION REQUIREMENTS – Hydraulic calculations will not be required if a project meets **all** of the following.
 - The project involves no more than 20 sprinkler heads being added, relocated, or replaced.
 - The project is limited to either light or ordinary hazard areas.
 - None of the work may involve the remote area used for hydraulic calculations.
 - The project cannot be part of phased-in work if the total number of heads affected in all phases is more than 20 heads.
 - A hydrostatic report (working pressure only) and letter of certification must be provided at the time of final inspection.
- This is not an all-inclusive list; additional information may be required prior to approval.

Once your sprinkler/standpipe project is approved...

- Follow all instructions provided in plan review comments at <http://winston-salem.idtplans.com>.
- Access the approved, stamped plans at <http://winston-salem.idtplans.com> and utilize only these plans for your project. If revisions are required, submit revisions for approval. A copy of approved, stamped plans shall be maintained on site.
- If underground work is part of the project, ensure fire code officials conduct an inspection of the work before covering, and ensure fire code officials witness a flushing of the underground lines prior to making connections.
- If concealed work is part of the project, ensure fire code officials conduct a rough-in inspection before concealing.
- A letter of certification is required prior to final inspection or at the time of final inspection.
- If the project is associated with a building permit, coordinate with the general contractor regarding the scheduling of the final inspection by fire code officials. The general contractor is responsible for requesting the inspection.
- If the project is not associated with a building permit, schedule a final inspection by fire code officials once the work is complete.