



Third Party Fire Automatic Sprinkler System Submittal Checklist (Modification to Existing and Approved Systems – Add and Relocate 50 sprinklers heads or less)

Office of the Fire Marshal
Baltimore City Fire Department (BCFD)
410 East Lexington Street
Baltimore, Maryland 21202

REQUIREMENTS ON PLANS: These are the minimum general requirements for a Third-Party Automatic Sprinkler System Submittal. Plans shall include all applicable information for the project per the 2024 Baltimore City Building and Fire Related Codes.

- ☐ Owner / Project Name
- ☐ Project street address, City and Zip Code
- ☐ Name, Address, Phone Number, License number of installer or contractor
- ☐ Verify Automatic Sprinkler System is existing and approved.

- ☐ Verify Project Scope involves Added or Relocated Sprinkler Heads only (50 heads or less). Break down the amount of sprinkler heads separately (i.e. 5 sprinklers heads added; 6 heads relocated).
- ☐ Verify no changes in occupancy classification or Commodity Classification
Scaled or fully dimensioned drawings that indicate:
 - ☐ Type of system (Wet or Dry)
 - ☐ Point of Compass
 - ☐ Full height cross section or schematic diagram, including structural member information if required for clarity and including ceiling construction and method of protection of non-metallic piping.
 - ☐ Dimensions for system piping, head spacing and elevation changes
 - ☐ Location of fire walls and partitions
 - ☐ Occupancy class and use of each room
 - ☐ Location and size of concealed spaces, closets, attics, and bathrooms



- ☐ Any small enclosures in which no sprinklers are to be installed
- ☐ The total number of each type of sprinkler head.
- ☐ Make, type, model, temperature and nominal K-factor of sprinklers including sprinkler identification number
- ☐ Pipe type and schedule of wall thickness
- ☐ Types of fittings and joints and location of all weld and bends.
- ☐ Type and locations of hangers, sleeves, braces and method of securing pipe including surge restrainers.
- ☐ Edition Year of NFPA 13 to which this project is designed

ADDITIONAL REQUIREMENTS

- ☐ Provide notation that the sprinkler contractor shall conduct hydrostatic testing before concealing sprinkler piping. Hydrostatic testing shall be witnessed by the Office of the Fire Marshal
- ☐ Provide detailed cut sheets for all equipment including pipes, hangers, valves, sprinkler heads

Signature of Third-Party Plan Reviewer:

I, the undersigned, have completed the above checklist noting all items and supporting documents that have been included for this project.

Signature of Third-Party Plan Reviewer

Date

Applicable Codes:

- 2024 Baltimore City Building and Fire Related Codes
- 2021 International Fire Code
- 2019 NFPA 13, 13R, 13D