



**Main Contact and person responsible for paying the cost recovery fees**

Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**Review and acknowledge the following statements by checking each box:**

**Plan review turnaround is 15 business days from the date plan review cost recovery fees are paid.** Do not contact our office during the 15-business day turnaround. Our staff will not respond to your inquiry. Once your review is complete, our office will contact you via email. Staff will notify the applicant of any plan review delays.

Carefully review all the submittal requirements; plans will not be approved with conditions. If any requirements are missing, plans will not be approved and will be subject to re-submittals and additional cost recovery fees. **All re-submittals trigger a new 15-business-day turnaround.**

**Sprinkler Plan Review Requirements – Residential (NFPA 13D/13R):**

**Check off the requirements to ensure all are met prior to submitting to help avoid non-approvals**

An approved Residential Design Review Consultation (DRC) for the project must be on file with the fire district.

A complete set of sprinkler plans; stamped and signed by the sprinkler contractor with a C16 license.

Applicable building codes and standards must be noted on the cover sheet. The list must include the applicable local ordinance: NTFPD Ord. 02-2022, MBFPD Ord. 22-01, or ASCWD Ord. 13-2022.

Cut sheets for all products.

Hydraulic Calculations.

Signed Pre-Development Meeting Findings Form and Signed and Approved Alternate Materials and Methods Request (If applicable). These will be a result of a pre-development meeting with the Fire Marshal.

I hereby acknowledge that I have read the Fire District's requirements above for plan review. Furthermore, I acknowledge that if any of the requirements are not complied with, the plans/project will fail review and will be subject to re-submittals and re-submittal fees. By signing below, I am verifying that I have met the requirements for this submittal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Review the section below after the plan review is complete for notes from the Fire Prevention Officer.***

**Final fire inspections that will be required for this project:**

Sprinkler Underground, Rough, and Final Inspections

To schedule these inspections, visit our [bookings](https://www.ntfire.net) page located at [www.ntfire.net](https://www.ntfire.net).

Plan Review Comments:

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Date completed \_\_\_\_\_ Approved      Not approved, resubmittal required

Cost Recovery Fees

Due \$ \_\_\_\_\_ Paid on \_\_\_\_\_ Last four CC# \_\_\_\_\_ Check# \_\_\_\_\_