



Board of Commissioners

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Portage County Building Department

Floodplain Administration

FIRE ALARM

FIRE SUPPRESSION

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Policy – Application – Plan Review – Permits – Inspections

Policy . . .

The Portage County Building Department is certified by the State of Ohio Board of Building Standards, under the Department of Commerce, to review all plans and issue permits for all Commercial (non-residential) Fire Alarm and Fire Suppression projects as defined under Sections 105, 106 and 901 of the 2024 Ohio Building Code (OBC), NFPA 13 and NFPA 72 and Sections 3781 and 3791 of the Ohio Revised Code.

Application / Plan Review / Permits via the Portage County Building Dept on-line Portal:

- It is required that the Fire Protection Systems Application shall be submitted completely, including the submission of detailed plans and specifications.
- Portage County provides a "comprehensive" plan examination by our Master Plans Examiner's; therefore, it is our recommendation that the applicant ensure that all code items and requirements are addressed prior to submission to prevent delays.
- As defined in Sections 106 and 107 of the OBC, all drawings and specifications submitted for review shall bear the designers' information, as well as the licensed installers' information.
- At the time of the initial project submission, it is the applicant's responsibility to make a separate submission to the local Fire Department for their review for compliance with the Ohio Fire Code, with drawings and specifications as defined in a media per their definition and requirements.

Comment . . .

As provided in Section 901.5 of the OBC; these systems shall be tested in accordance with the requirements of the OBC and the Fire Code. However, it is not the responsibility of the Building Department, their certified staff, or that of the local Fire Department and their staff; to perform the Final Acceptance for Fire Alarm or Fire Suppression systems. Therefore, the following inspection procedures and responsible parties information is provided.

Required Inspections and their Sequence – Fire Alarm . . .

1. Rough Electric (performed by the Bldg. Dept. Electrical Inspector) – when all wiring and circuits are installed per the approved drawings, as well as NFPA 72 and NFPA 70 (NEC) and completely visible for the inspector.
 2. Final Electric (performed by the Bldg Dept Electrical Inspector) – when system and all equipment is installed and operational.
 3. Installation (performed by the Bldg Dept Building Inspector) – when system and all equipment is installed per the approved drawings.
 4. Final Acceptance (observed and recorded by the Bldg Dept Building Inspector) – the completion of this phase occurs when the Building Dept receives a copy of the completed and signed Test & Acceptance document as defined in NFPA 72.
- NOTE: Inspections 1 and 2 must precede 3 and 4; however, 3 and 4 may run concurrent with each other.

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Required Inspections and their Sequence – Fire Suppression . . .

1. Installation (performed by the Bldg Dept Building Inspector) – when all piping and devices are installed per the approved drawings, cut sheets and specification manuals; as well as the OBC and NFPA 13.
2. Hydro-Test (performed by the Bldg Dept Building Inspector) – when the system is activated and under pressure to verify that the system is maintaining its designed pressure for the prescribed time element.
3. Final Acceptance (observed and recorded by the Bldg Dept Building Inspector) – the completion of this phase occurs when the Building Dept receives a copy of the completed Test & Acceptance document as defined in NFPA 13.

NOTE: Inspections 1, 2 and 3 may run concurrent with each other.

A Portage County Building Inspector can be at the location for the final acceptance; however, and as defined in NFPA 13, the acceptance shall be performed and recorded using the "Contractor's Material and Test Certificate Form" or a similar document and shall be completed in whole by the licensed Fire Suppression Installer and accepted by the Owner or the Owners Representative.

NOTES . . .

1. Completed and Signed NFPA Test and Acceptance Forms:
 - Shall be delivered to the Director of the Portage County Building Department via the on-line project file upon completion, after which time the applicant contractor will receive written confirmation of its receipt and a final completion notice of the project.

Fire Department Requirements and Personnel Information . . .

- The required presence of local Fire Department personnel, during the required inspections and tests, must be verified and coordinated with the local Fire Department, by the contractor / installer.
- It will be the goal of the Building Department to have their inspection staff available at a date and time for the required inspections, and to coordinate with local Fire Department personnel, as requested by the applicant contractor.
- As defined within the NFPA Chapters and Forms noted herein; members of the local Fire Department have no signature requirements, or authority for any of the test and acceptance documents.
- As per Section 901.5.1 of the Ohio Fire Code, Statement of Compliance: Before requesting Final Acceptance and where required by the local fire code official, the installing contractor shall furnish a written statement of compliance to the fire code official. Please contact the local Fire Department for specific details.

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