Fire Protection System Removal Permit

This guide is an outline of the steps necessary to obtain a permit to remove any fire protection system or portion thereof. (F900) Applications will not be accepted without all required information at the time of submittal per A.R.S. § 9-836.

WHEN IS A PERMIT REQUIRED?
A permit is required for the removal of any fire protection system or portion thereof. This includes systems that are being replaced or upgraded.

PERMIT PROCESS

Step 1: Complete the plan review application and attach plans. The plans must have the scope of work and show the location of the fire lines and/or hydrants, hydrant specifications, size of buildings, source of water supply and calculations. Only complete application packages will be accepted.

Exception: If the scope of the removal falls within the limits of an over-the-counter permit without plan review may be used.

Step 2: Submit the following:

☐ Plan Review Application
☐ Site Plan
☐ Permit Fee

Submittal may be mailed, or delivered in person, Phoenix Fire Department – Fire Prevention Division, 150 South 12th Street, Phoenix, Arizona 85034-2301 Fax 602-495-7429. Office Hours; 8:00 AM to 4:00 PM Monday – Friday.

Payment due upon acceptance of your application.

Step 3: Your plans will be reviewed by a Fire Prevention Inspector for approval. You will be contacted if any addition information is required.

Review time will not exceed 120 days.

Step 4: Pay the inspection fee and pickup plans and the permit.

Step 5: Call the number on your permit when the system is installed. Permit will be approved and a green tag issued when the inspection is completed and in compliance with the Fire Code.

An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please contact Fire Prevention.

Phoenix Fire Department – Fire Prevention Division
150 South 12th Street, Phoenix, Arizona 85034-2301
602-262-6771 or 602 495-5555 TTY
www.phoenix.gov/fire/prevention