



City of Rockville

MEMORANDUM

February 10, 2009

TO: All Concerned

FROM: Matthew Shanks, Fire Marshal

SUBJECT: Amendment to Walk-Thru Permits Procedure

Effective today, the “Walk-Thru Permit” for fire protection systems is amended as follows. Underlined text indicates the amended information.

- The walk-thru permits are for small modifications to existing fire protection systems.
- Applicants must provide two copies of a plan of the work to be done. One copy is for our records; the other is to be kept at the job site and presented to the fire inspector at Final Inspection.
- We will NOT conduct a plan review.
- Applicants for walk-thru permits must meet the following criteria:
 1. Have a completed application (new) form.
 2. Possess a Maryland State Fire Marshal Sprinkler Contractor License if applying for a walk-thru permit for the modification of a sprinkler system.
 3. For fire alarm systems, three (3) or fewer devices being added or relocated. Flat fee - \$25.
 4. For sprinkler systems, nine (9) or fewer sprinkler heads being relocated, or added off of existing outlets. No additional piping other than armovers is permitted. Flat fee - \$25.
 5. Wet or dry chemical systems and clean agent system modifications must submit for a standard fire protection permit. Walk-thru permits shall not be issued for these special hazard systems.

When we receive a walk-thru permit application, please follow the following steps:

- Enter the application information into P*Plan. Type “Walk-thru” in the field.
- Send the applicant to the Cashier to pay for the permit.
- Issue the permit, with the “Walk-Thru Permit” stamp on both white copies. Return the yellow copy of the application and a copy(s) of the plan to the applicant. (If time does not

Page 2
February 10, 2009

allow for this, advise the applicant that we will mail the permit the next day. Be sure to mail it.)

- Place the white copy of the application, the pink copy of the permit, and the copy of the plan in the fire code plan review pick-up location.

Thank you for your patience as we adapt to this new procedure.