



# City of Auburndale

## Fire Department Permit Guidelines

*Revised September 2021*

*This guideline is designed to expedite the permit process. Please locate the type of permit you are requesting and follow the instructions.*

### **Fire Sprinkler System**

- Submit drawings and calculations electronically; P.E. seal required on plans for systems containing 50 heads or more.
- Submit State Certificate of Competency.
- If you wish approved plans returned by mail, please submit self-addressed, stamped envelope.
- Fee must accompany plans to be processed.

### **Fire Alarm System**

- Submit plans electronically.
- Plans must include system components, specification sheets, and battery calculations.
- If cost of the system is over \$5,000, plans must have P.E. seal.
- Submit state license, certification, or registration.
- If you wish approved plans to be returned by mail, please submit self-addressed, stamped envelope.
- Fee must accompany plans.

### **Automatic Fire Extinguishing System**

- Submit plans electronically.
- Submit all data sheets, specification books and addenda.
- Submit state license, certification, or registration.
- If you wish approved plans to be returned by mail, please submit self-addressed, stamped envelope.
- Fee must accompany plans.

### **Flammable/Combustible Liquid Tank Installation or Upgrading**

- Submit plans electronically.
- Drawings will include: plot plan, tank sizes, tank description/type, tank location, piping layout, anchor system, slab, island, electrical layout, two-way communications, and scalable site layout including property lines, public ways and nearest buildings.
- Submit Pollutant Storage Systems State License.
- If you wish approved plans to be returned by mail, please submit self-addressed, stamped envelope.
- Fee per tank must accompany plans.

### **Installation, Removal, or Abandonment of Fuel Tanks**

- Submit plot plan showing tank location.
- Submit Pollutant Storage Systems State License.
- Notify fire inspector upon tank removal. If abandonment in ground, please ask for a guideline sheet.
- Fee per tank must accompany application.

***Customers, please send questions, comments, and suggestions for these guidelines to [permit@auburndalefl.com](mailto:permit@auburndalefl.com). We update this list periodically.***