



City of Bentonville Building Services

FIRE PERMITS

Submittal Checklist & Naming Convention

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City of Bentonville Building Services

FIRE ALARM PERMITS

Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received.

❖ Fire Alarm Permits

Application Packet. Items must be submitted in **two separate PDF files**.

Naming Convention:

- **Drawings.** Name the file: "Alarm Drawings (Current Date)".
Example: Alarm Drawings 6-6-19. Any subsequent re-submittals should be named using the same format, Alarm Drawings (Current Date.).
- **Alarm Documents.** Name file containing the calculations, cut sheets, etc.: "Alarm Docs (Current Date)". **Example: Alarm Docs 6-6-19.** Any subsequent re-submittals should be named using the same format, Alarm Docs (Current Date.).

Required Submittal Documents:

1. **Drawings.** Files must be in landscape orientation. Drawings shall be limited to one story per page. All symbology shall comply the NFPA 170.

Drawings must include: **1.** Address of protected premises, **2.** Owner of the protected premises, **3.** Authority having jurisdiction, **4.** Applicable codes, standards, and other design criteria to which the system is required to comply, **5.** Type of building construction occupancy, **6.** Fire department response point(s) and annunciator location(s), **7.** Type of fire alarm to be provided, **8.** Calculations (e.g., secondary supply and voltage drop calculations), **9.** Type of fire alarm initiating devices, supervisory alarm initiating devices and evacuation notification appliances to be provided, **10.** Intended area(s) of coverage, **11.** Complete list of detection, evacuation signaling, and annunciator zones, **12.** Complete list of emergency control functions, **13.** Complete sequence of operations detailing all inputs and outputs.

2. **Calculations and Cut Sheets.**



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FIRE SPRINKLER PERMITS

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❖ Fire Sprinkler Permits

Application Packet. Items must be submitted in **two separate PDF files**.

Naming Convention:

- **Drawings.** Name the file: "Sprinkler Overhead (or Underground) Drawings (Current Date)". **Example: Sprinkler Overhead (or Underground) Drawings 6-6-19.** Any subsequent re-submittals should be named using the same format, Sprinkler Overhead (or Underground) Drawings (Current Date.)
- **Sprinkler Documents.** Name file containing the calculations, cut sheets, etc.: "Sprinkler Overhead (or Underground) Docs (Current Date)". **Example: Sprinkler Overhead (or Underground) Docs 6-6-19.** Any subsequent re-submittals should be named using the same format, Sprinkler Overhead (or Underground) Docs (Current Date.)

Required Submittal Documents:

1. **Drawings.** Plans shall be submitted in accordance with the requirements of Chapter 23 of NFPA 13 2016 edition. Files must be in landscape orientation. Drawings shall be limited to one story per page. All symbology shall comply the NFPA 170.
2. **Sprinkler Documents.** A signed copy of the owner's certificate, hydraulic calculation sheets, manufacturer product sheets, and a summary sheet.



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KITCHEN HOOD & DUCT SUPPRESSION

Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received.

❖ Fire Kitchen Hood & Duct Suppression

Application Packet. Items must be submitted in **two separate PDF files**.

Naming Convention:

- **Drawings.** Name the file: "Kitchen Hood Drawings" (Current Date)".
Example: Kitchen Hood Drawings 6-6-19. Any subsequent re-submittals should be named using the same format, Kitchen Hood Drawings (Current Date.)
- **Scope of Work.** Name file: "Scope of Work" (Current Date)". **Example: Scope of Work 6-6-19.** Any subsequent re-submittals should be named using the same format, Scope of Work (Current Date.)

Required Submittal Documents:

1. **Drawings.** Design drawings provided from Mechanical Designer or Installer, if drawings were not included with the building permit. Files must be in landscape orientation. Drawings shall be limited to one story per page. All symbology shall comply the NFPA 170.
2. **Scope of Work.**



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FIRE SPECIAL AMUSEMENT

Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received.

❖ **Fire Special Amusement Permit**

Application Packet. Items must be submitted as **one PDF file**.

Naming Convention:

- **Drawings.** Name the file: "Submittal" (Current Date)".
Example: Submittal 6-6-19. Any subsequent re-submittals should be named using the same format, Submittal (Current Date.)

Required Submittal Documents:

1. **Site Plan.** Site plan must include:
 - Site dimensions and distances to closest streets and structures.
 - Designated parking areas and emergency access areas.
 - Fire lanes around the perimeter and inside event areas as required.
 - Locations of other pertinent areas as requested by Fire Department.
2. **Floor Plans of tents and/or buildings.**
 - Building dimensions and interior layouts including walls and doors.
 - Amusement areas showing exit routes, aisles and exit access w/dimensions.
 - Exit signs/emergency light locations.
 - Layout of seating, furniture, tables, etc.
 - Fire Extinguishers.
 - Special hazards or conditions.
3. **Fire Safety, Evacuation and Emergency Plans.**

Please include any other pertinent information concerning the event or if you want to request fire extinguisher training.



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FIRE SPECIAL EVENT

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All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received.

❖ **Fire Special Event Permit**

Application Packet. Items must be submitted as **one PDF file**.

Naming Convention:

- **Drawings.** Name the file: "Submittal" (Current Date)".
Example: Submittal 6-6-19. Any subsequent re-submittals should be named using the same format, Submittal (Current Date.)

Required Submittal Documents:

1. **Site Plan.** Site plan must include:
 - Site dimensions and distances to closest streets and structures.
 - Designated parking areas and emergency access areas.
 - Fire lanes around the perimeter and inside event areas as required.
 - Sizes of tent(s). If multiple tents are used, then all tents must be shown (exact dimensions) including fire break distance between tents, structures, streets, public ways, etc.
 - Distance between mobile food vendor(s) and structures/tents must be shown.
 - Generator locations.
 - Locations of other pertinent areas as requested by Fire Department.
 - Street closures.
2. **Floor Plans of tents and/or buildings.**
 - Building(s) or Tent(s) dimensions and locations of walls around perimeter.
 - Seating areas showing aisles and exit access w/dimensions.
 - Exit signs/emergency light locations.
 - Layout of seating, furniture, tables, etc.
 - Fire Extinguishers.
 - Special hazards or conditions.
3. **Fire Safety, Evacuation and Emergency Plans.**

Please include any other pertinent information concerning the event or if you want to request fire extinguisher training.



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FIRE TEMP MEMBRANE STRUCTURES

Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received.

❖ **Fire Temp Membrane Structures Permit**

Application Packet. Items must be submitted as **one PDF file**.

Naming Convention:

- **Drawings.** Name the file: "Submittal" (Current Date)".
Example: Submittal 6-6-19. Any subsequent re-submittals should be named using the same format, Submittal (Current Date.)

Required Submittal Documents:

1. **Site Plan.** Site plan must include:
 - Site dimensions and distances to closest streets and structures.
 - Designated parking areas and emergency access areas.
 - Fire lanes around the perimeter and inside event areas as required.
 - Sizes of tent(s). If multiple tents are used, then all tents must be shown (exact dimensions) including fire break distance between tents, structures, streets, public ways, etc.
 - Distance between mobile food vendor(s) and structures/tents must be shown.
 - Generator locations.
 - Locations of other pertinent areas as requested by Fire Department.
 - Street closures
2. **Floor Plans of tents and/or buildings.**
 - Building(s) or Tent(s) dimensions and locations of walls around perimeter.
 - Seating areas showing aisles and exit access w/dimensions.
 - Exit signs/emergency light locations.
 - Layout of seating, furniture, tables, etc.
 - Fire Extinguishers.
 - Special hazards or conditions.
3. **Fire Safety, Evacuation and Emergency Plans.**

Please include any other pertinent information concerning the event or if you want to request fire extinguisher training.



City of Bentonville Building Services

FIRE PLACES OF ASSEMBLY

Application Submittal Checklist & Naming Convention

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❖ Fire Places of Assembly Permit

Application Packet. Items must be submitted as **one PDF file**.

Naming Convention:

- **Drawings.** Name the file: "Submittal" (Current Date)".
Example: Submittal 6-6-19. Any subsequent re-submittals should be named using the same format, Submittal (Current Date.)

Required Submittal Documents:

1. **Floor Plan of building.**
 - Building dimensions and locations of walls around perimeter.
 - Seating areas showing aisles and exit access w/dimensions.
 - Exit signs/emergency light locations.
 - Layout of seating, furniture, tables, etc.
 - Fire Extinguishers.
 - Special hazards or conditions.
2. **Fire Safety, Evacuation and Emergency Plans.**
3. **Street closures.**



City of Bentonville Building Services

FIRE OPEN FLAMES & CANDLES

Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received.

❖ Fire Open Flames & Candles Permit

Application Packet. Items must be submitted as **one PDF file**.

Naming Convention:

- **Drawings.** Name the file: "Submittal" (Current Date)".
Example: Submittal 6-6-19. Any subsequent re-submittals should be named using the same format, Submittal (Current Date.)

Required Submittal Documents:

1. **Site and/or Floor Plans.**

- Building, room or outdoor event area dimensions.
- Location of open flames/candles in the building or outdoor area.
- Seating areas showing aisles and exit access w/dimensions.
- Exit signs/emergency light locations.
- Layout of seating, furniture, tables, etc.
- Fire Extinguishers.
- Special hazards or conditions.
- Documentation of flame retardant materials or treatment of materials.
- Fuel being used along with a safety data sheet.
- Devices to be used for open flames: candles, wands, rings, etc.

2. **Fire Safety, Evacuation and Emergency Plans.**

3. **Street closures.**



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FIRE EXPLOSIVE & BLASTING AGENT STORAGE

Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received.

❖ **Fire Explosives & Blasting Agent Storage Permit**

Application Packet. Items must be submitted as **one PDF file**.

Naming Convention:

- **Drawings.** Name the file: "Submittal" (Current Date)".
Example: Submittal 6-6-19. Any subsequent re-submittals should be named using the same format, Submittal (Current Date.)

Required Submittal Documents:

1. **Site plans of event.**
 - Site dimensions and distances to closest streets and structures.
 - Designated parking areas and emergency access areas.
 - Fire lanes around the perimeter and inside event areas as required.
 - Locations of other pertinent areas as requested by Fire Department.
2. **Fire Safety, Evacuation and Emergency Plans.**
3. **Location of explosives storage.**
4. **Description of explosives storage.**
5. **Location of blasting operations.**
6. **Description of blasting operations.**