



TOWN OF SOUTHOLD

FIRE MARSHAL

Town Hall Annex 54375 Main Road P. O. Box 1179 Southold, NY 11971-0959

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FIXED EXTINGUISHING, HOOD AND EXHAUST SYSTEMS DESIGN AND SUBMITTAL

All new and existing fixed extinguishing systems, vent hood and exhaust systems within the jurisdiction of the Town of Southold shall meet all applicable sections of the following current codes:

- 2020 Mechanical Code of New York State
- Code of the Town of Southold
- Manufacturer's Instructions
- 2020 Fire Code of New York State
- All applicable NFPA codes and standards.

The intent of this document is to facilitate the process of design and installation of a fixed extinguishing systems, vent hoods and exhaust systems. Consult the applicable code sections for any unmentioned detail information.

1. Submittal Requirements

Plans shall be submitted to the Building Department. All fire sprinkler system submittals shall include:

- A. A completed [Fire Protection System Permit Application](#).
- B. Three (3) complete sets of shop drawings signed and stamped by an engineer or registered architect licensed by the State of New York.
- C. Two (2) sets of manufacturer's specifications (cut sheets) for all devices/components of the proposed system. If a submitted cut sheet shows multiple devices and options, the exact device to be used is to be circled, highlighted, or called out. These documents can be sent electronically to jamese@southoldtownny.gov.
- D. Payment of Fees. A [permit fee](#) will be charged for all fixed extinguishing and/or hood/exhaust systems. Please remit payment in full at the time of submittal. A \$250 permit fee is required for a non-residential permit. A \$50 certificate of occupancy fee is required if work is not being done under an existing building permit. All checks are to be made payable to the Town of Southold.
- E. Copy of the installer's Suffolk County Fire Extinguisher License.

NOTE: Failure to provide all of the requested information will result in unnecessary delays in the plan review process.

2. Approval of Plans

- A. Plans are reviewed in the order they were submitted.
- B. Plan reviews will be completed as soon as possible. Plan revisions, changes, or incomplete submittal packages may delay your final plan approval.
- C. The approved plans, specifications, calculations, and permit shall remain on the job site at all times. Installations are subject to final acceptance testing, inspection and approval.
- D. Plan approvals do not release the contractor or property owner from responsibility of full compliance with all applicable codes and ordinances relating to the construction project.

E. WORK IS NOT TO BE STARTED prior to the approval of plans and issuance of permits.

3. Acceptance Testing and Inspections

It is the installer's responsibility to perform sufficient pre-inspection testing to ensure operational integrity and reliability of the system in order to avoid any delays at the time of inspection. Fire Marshal Witnessed Acceptance Test - Scheduling of inspections shall be requested by calling the Town of Southold Building Department at (631) 765-1802.

The fixed extinguishing and/or vent hood and exhaust system installed in accordance with applicable NFPA codes and standards shall be properly inspected, tested, and maintained.

4. Design Criteria

1. All shop drawings must include a statement indicating all applicable codes and standards to which the project will be designed and installed.
2. Plans shall be signed and stamped by an engineer or registered architect licensed by the State of New York.
3. Plans shall be drawn to an established scale.
4. Shop drawings must detail the hazard to be protected and include the detail layout and physical dimensions for all cooking appliances and energy sources for each appliance and air handling for each appliance to be protected by the system.
5. Be legible and clearly show the location, size, length and arrangement of all piping and nozzles.
6. Fixed extinguishing systems shall be tied into the fire alarm system (if so provided) on a separate zone and in accordance with the requirements of NFPA 72.
7. The location and function of detection devices.
8. Operating devices.
9. Auxiliary devices.
10. Exact location and height of pull stations.