



MARTIN COUNTY FIRE RESCUE

Fire Prevention
800 SE Monterey Road
Stuart, FL 34994
772 288-5633
Fire_prev@martin.fl.us



FIRE PERMIT PROCESS INFORMATION

Fire Permit Submission

What is a fire permit?

A fire permit is approval to repair, install, modify and remove fire protection systems such as:

- Fire alarms
- BDA
- Water-based automatic suppression systems
- Underground mains serving hydrants and/or automatic fire sprinklers
- Chemical and gaseous agent extinguishing systems
- Installation and removal of aboveground and underground tanks used for flammable or combustible liquid
- Click 2 Enter

What licenses are required to obtain a fire permit?

A Martin County business license is required for all contractors doing business within the county (excluding City of Stuart and Sewall's Point). All state licensed contractors must register with the Martin County Building Department:

Scope of Work

Automatic sprinkler systems
Automatic sprinkler systems installed in one- and two-family detached dwellings
Underground mains dedicated to fire protection systems only; including hydrants
Underground mains serving combined fire and domestic systems

Gaseous, foam or chemical extinguishing systems
Pre-engineered systems

License Required

Fire Contractor I or II
Fire Contractor I, II or IV

Fire Contractor I, II or V

Fire Contractor I, II or V
Underground Utility Contractor (CU)
or Excavation Contractor (RU)
Fire Contractor III
Fire Equipment Dealer



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The Florida State Fire Marshal issues Fire Contractor I-V and Fire Equipment Dealer licenses.

The Florida Department of Business Regulation (DBPR) issues the following licenses:

- Electrical Contractor (EC)
- Alarm Systems Contractor (EF)
- General Contractor (GC)
- Pollutant Storage Systems Contractor (PC)
- Underground Utility Contractor (CU)
- Excavation Contractor (RU)
- FCC Licensed for BDA

For additional information on Martin County contractor licenses, please contact the Martin County Building Department:

Martin County Building Department-Contractor Licensing
900 SE Ruhnke Street Stuart, FL 34994
772 288-5482
www.martin.fl.us

For additional information on state-issued contractor licenses, please contact the Department of Business and Professional Regulation:

Department of Business and Professional Regulation-Construction Industry Licensing Board
1940 North Monroe Street Tallahassee, FL 32399
850 487-1395
<http://www.myfloridalicense.com/DBPR/construction-industry/>

How do I apply for a fire permit?

Complete an online registration at <https://aca3.accela.com/MARTINCO/Default.aspx>, then complete a fire permit application with digital shop drawings and related fees.

What information is needed on the shop drawings?

- Reference to the Florida Fire Prevention Code and appropriate National Fire Protection Association (NFPA) codes and editions
- Manufacturer product literature for all materials
- Engineer to include a completed 61G15-32 form for appropriate Fire Protection/Life Safety System per FAC Chapter 32.
- **For installation of fire alarms, provide plans and battery calculations in accordance with NFPA 72**
- **For fire sprinkler systems, include hydraulic calculations in accordance with NFPA 13**
- For above/underground tanks, show the manufacturer's specification and listing for the tank, location, distance to buildings, buoyancy calculations, tie-downs and spill containment method in accordance with NFPA 30
- For chemical suppression systems, indicate pipe sizes, plenum nozzle coverage, flow point information and location of remote pull station
- For gaseous suppression agents, indicate the agent type and quantity, the description of hazard and application type, and the design concentration and calculations



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Design Criteria For Fire Protection Systems

Attach 61G15-32 for Appropriate Fire Protection/Life Safety System per FAC Chapter 32.

The Florida Building Code, Section 105 requires that during Building Permit application, plans for fire sprinkler installations involving 50 or more heads and fire alarm installations with a cost greater than \$5,000 be signed and sealed from a registered professional engineer. Otherwise, a licensed Fire Contractor or Electrical Contractor can design and create the plans. If installations are not associated with a building permit but involve a fire sprinkler system involving 50 or more heads or fire alarm installations with a cost greater than \$5,000, one set of signed and sealed drawings by the installing contractor is needed.

How long will it take to get a permit?

Currently, the initial review will be completed within 15 working days of submittal. Every effort will be made to complete the review as quickly as possible.

How can I check the status of my project?

When the plans reviewer has completed each review, you will receive an email showing the review activities and conditions. To obtain plan review status, please review the ACA customer portal or call 772 288-5633, Monday through Friday from 8:00 am to 5:00 pm.

When can I submit revisions?

Plan revisions may not be submitted until all disciplines have completed their plan reviews. Turnaround time for revision review is dependent on the scope of the changes. All revisions should be accompanied with a written narrative describing the changes, and the changes need to be clearly identified on the plans (i.e.- revision clouds).

How much will my permit cost?

Commercial and residential fee schedules are available in our office or by visiting our website at www.martin.fl.us. The permit fee is due at application.



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How do I schedule an inspection?

The following types of inspections are offered for fire permits:

- Alarm rough / final / BDA Acceptance
- Underground rough / hydro / final
- Sprinkler rough / hydro / final
- Final (flush)
- Hydrant flow
- Fire pump
- Chemical / gaseous agent
- Fuel tank

To schedule an inspection, visit your ACA customer portal or call 772 288-5633.

What other related activities will require a fire permit?

In addition to the items identified in the first section, the Martin County Fire Rescue Fire Prevention Division also processes other types of fire activities.

Burn Permits

BURNING IS PERMITTED ONLY ON DAYS WHEN OPEN BURNING IS PERMITTED

For debris piles 8' x 8' or less, please contact the closest fire station and they will issue a burn permit. If you have questions, please call 772 288-5633.

For debris piles that are larger than 8' x 8', please contact the Florida Forest Service at 863 467-3221 or visit their website below.

<https://www.freshfromflorida.com/Divisions-Offices/Florida-Forest-Service/Wildland-Fire/Resources/Fire-Tools-and-Downloads/Web-Based-Open-Burn-Authorization-Request-WebOBA>



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Mandatory State of Florida Inspections

This is not a permit; it is a request for an inspection of facilities such as day care facilities, assisted living facilities, foster homes, sober homes and adult group homes. The customer can create an online account, request an inspection and submit payment electronically at <https://www.martin.fl.us/user-alert/accela-citizen-access-aca-system-now-available>. Once payment is received an inspection can be scheduled. A copy of the inspection results, along with a receipt of payment, will be given to the customer.

Special Events/Fireworks

This is a permit required for all special events and events using pyrotechnics, special effects or flame effects. An application, along with electronic payment, can be completed online at <https://aca3.accela.com/MARTINCO/Default.aspx>. A copy of the inspection request, along with receipt of payment, will be given to the customer at time of inspection. Please call to schedule an inspection.

Temporary Place of Assembly Permit

This permit is required for temporary assembly in any building or room over 900 square feet (including outside tents) for the purpose of putting on a show, exposition, dance, dinner, or any other reason in which partitions, curtains, tables and/or chairs will be arranged. An application, along with electronic payment, can be completed online at <https://aca3.accela.com/MARTINCO/Default.aspx>. Martin County Fire Rescue Fire Prevention will process the application. After processing, a copy of the inspection request, with receipt of payment, will be given to the customer at time of inspection.

Flammable-Combustible Liquid Storage/ Hazardous Material Storage Permit

This permit is needed for every installation of fuel tanks, or modification of existing fuel capacity, removal, abandonment, defueling or slurry fill of storage tanks. This permit is also required for the storage, use, handling or transportation of flammable-combustible liquids or hazardous material. An application is completed and submitted to the Martin County Building Department. After processing, the customer must schedule an inspection. A copy of the inspection results will be provided to the customer.



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This document is intended to be a guide and may not contain all requirements needed to obtain permits and approval from Martin County Fire Rescue/Fire Prevention.

What is our contact information?

Visit our web site at <https://www.martin.fl.us/FireSafetyServices>

Phone: 772 288-5633

Fax: 772 221-1457

Email: Fire_prev@martin.fl.us

To obtain plan review status, schedule/cancel an inspection and obtain inspection results, please call 772 288-5633. Office hours are 8:00 am-5:00 pm. For all other inquiries, please call for an appointment.

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