



## SPRINKLER "GO TO WORK" PERMIT GUIDELINE

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### **BACKGROUND**

By state law, sprinkler plans must be designed by a licensed sprinkler contractor. Typically, the sprinkler contractor is selected by the general contractor after the construction documents have been submitted for permit or the building permit has been issued. As a result, sprinkler drawings are designed and submitted after the building plans are reviewed and construction has commenced.

This creates a potential construction delay when the sprinkler contractor is waiting for the sprinkler plans to be reviewed. On smaller jobs, the sprinkler permit may not be approved until after cover-up inspections have already been approved for the other trades. To facilitate the project's flow, the City of Houston will issue a "Go to Work" permit to allow sprinkler contractors to start work.

### **GO TO WORK PERMIT**

The "Go to Work" permit is sold as an "FQ" permit type. The minimum fee is \$79.17, plus \$29.18 administration fee.

The FQ permit authorizes hanging sprinkler piping and installing underground work prior to obtaining the Fire Sprinkler (FP) permit. Plans will continue to be submitted and reviewed for the "Fire Sprinkler" (FP) permit as required. The "Go to Work" (FQ) permit does not replace the Fire Sprinkler (FP) permit. All work under the FQ permit shall comply with applicable codes, and if corrections are needed to comply with the final approved plans, they shall be made at the sprinkler contractor's expense.

No work shall be done in the City right of way or any easement on the property under the FQ permit. All work shall be inside the owner's property line. Water tie-ins are not authorized under this permit. Tie-ins may be completed when the Fire Sprinkler permit has been obtained. The FQ permit will not receive a final inspection. All inspections will be conducted and finalized under the FP permit.

### **PROCEDURES**

1. Complete the Fire-Protection Systems Plan Review Form (CE-1047). Please note the contractor must provide the building permit number, and the company's sprinkler license number.
2. Obtain a ticket by selecting *Permits* → *Building Construction Permits* → *Project Number/Single Trade Permit* from any of the four kiosks located in the 1st Floor lobby.
3. A Customer Service Representative will set up the "FQ" permit under the building permit project number and create a Sales Order.  
  
\*\*Note: The "FQ" permit will not be sold unless a building permit has been purchased and it has a fire sprinkler permit requirement noted in our database.
4. Proceed to the Cashiers Booth to pay for the permit.

The "FQ" permit will not have any inspections and will not impact the issuance of a Certificate of Occupancy. When the work is complete, the "FQ" permit will be automatically finalized along with all other "fee only" permits prior to issuance of the Certificate of Occupancy.

### **DISCLAIMER**

The following language will be printed on the "FQ" permit:

*"The holder of this permit shall proceed at their own risk. Any corrections shall be made at the permit holder's expense with no cost to the jurisdiction. A sprinkler system permit must be obtained prior to inspection and approval by the fire inspector. This permit does not authorize work to be covered or work beyond property lines."*