October 31, 2016

Attn: Architects, professional engineers, sprinkler system designers & installers

Re: Sprinkler systems

NFPA 13-2013 provides the minimum requirements for the design and installation of automatic fire sprinkler systems. The standard identifies specific certificates and signs which are required to be provided or installed in the building.

As per current practice, building permits can be issued prior to the submission of sprinkler drawings. However sprinkler drawings are required to be submitted prior to installation of the sprinkler system.

4.3 Owner’s Certificate
The owner of a building where the fire sprinkler system is going to be installed shall provide the sprinkler system installer with specific information prior to the layout and detailing of the fire sprinkler system. [see Figure A.23.1(b) below for sample]

Effective January 1, 2017, a copy of the Owner’s Information Certificate, in accordance with NFPA 13-2013, Subsection 4.3, shall be included with the sprinkler drawings for all occupancy types that may contain dangerous goods or hazardous substances. Such occupancy types include, but are not limited to, industrial occupancies (including warehouses), laboratories, doctors/dentists offices, medical supply stores, hospitals, nursing homes, schools, repair garages, and construction rental stores.

25.5 Hydraulic Design Information Sign
The installing contractor shall identify a hydraulically designed sprinkler system with a permanently marked weatherproof metal or rigid plastic sign, secured with corrosion-resistant wire, chain, or other approved means. Such signs shall be placed at the alarm valve, dry pipe valve, preaction valve, or deluge valve supplying the corresponding hydraulically designed area. [see Figure A.25.5 below for sample]

Effective January 1, 2017, a Hydraulic Design Information Sign, installed in accordance with NFPA 13-2013, Subsection 25.5, shall be installed at time of final building inspection, prior to occupancy of the building.

25.6 General Information Sign
The installing contractor shall provide a permanently marked weatherproof metal or rigid plastic General Information Sign, secured with corrosion-resistant wire, chain, or other acceptable means. Such signs shall be placed at each system control riser, antifreeze loop, and auxiliary system control valve. [see Figure A.25.6 below for sample]
Effective January 1, 2017, a General Information Sign, installed in accordance with NFPA 13-2013, Subsection 25.6, shall be installed at time of final building inspection, prior to occupancy of the building.

For additional information, please contact the undersigned.

Regards,

Jeremy Laur, CBCO | Program Manager of Permit Services
Building Services
City of Guelph

519-837-5615 extension 2379
jeremy.laur@guelph.ca

This Building Services Notice should be shared with anyone involved in the design or installation of automatic sprinkler systems.
Figure A.23.1(b) – Owner’s Information Certificate  
(NFPA 13-2013, page 384-385)

### Owner’s Information Certificate

Name/address of property to be protected with sprinkler protection:

Name of owner:

Existing or planned construction is:
- [ ] Fire resistant or noncombustible
- [ ] Wood frame or ordinary (masonry walls with wood beams)
- [ ] Unknown

Describe the intended use of the building:

Note regarding speculative buildings: The design and installation of the fire sprinkler system is dependent on an accurate description of the likely use of the building. Without specific information, assumptions will need to be made that will limit the actual use of the building. Make sure that you communicate any and all use considerations to the fire sprinkler contractor in this form and that you abide by all limitations regarding the use of the building based on the limitations of the fire sprinkler system that is eventually designed and installed.

Is the system installation intended for one of the following special occupancies:
- Aircraft hangar
- Fixed guideway transit system
- Base truck stable
- Marine terminal, pier, or wharf
- Airport terminal
- Aircraft engine test facility
- Power plant
- Water-cooling tower

If the answer is “no,” the appropriate NFPA standard should be referenced for sprinkler density/area criteria.

Indicate whether any of the following special materials are intended to be present:
- Plannable or combustible liquids
- Aerosol products
- Nitrose film
- Pyrene/plastic
- Compressed or liquefied gas cylinders
- Liquid or solid oxides
- Organic peroxide formulations
- Freon/other products

If the answer is “yes,” describe type, location, arrangement, and intended maximum quantities.

Indicate whether the protection is intended for one of the following specialized occupancies or areas:
- Spray area or mixing room
- Solvent extraction
- Laboratory using chemicals
- Oxygen-fuel gas system for welding or cutting
- Anaerobic-cylinder charging
- Production or use of compressed or liquefied gases
- Commercial cooking operation
- Class A hyperbaric chamber
- Clean room
- Incinerator or waste handling system
- Liner handling system
- Industrial furnace
- Water-cooling tower

If the answer is any of the above is “yes,” describe type, location, arrangement, and intended maximum quantities.

Will there be any storage of products over 12 ft. (3.6 m) in height?  Yes  No

If the answer is “yes,” describe product, intended storage arrangement, and height.

Will there be any storage of plastic, rubber, or similar products over 5 ft. (1.5 m) high except as described above? Yes  No

If the answer is “yes,” describe product, intended storage arrangement, and height.

Is there any special information concerning the water supply?  Yes  No

If the answer is “yes,” provide the information, including known environmental conditions that might be responsible for corrosion, including microbiologically influenced corrosion (MIC).

I certify that I have knowledge of the intended use of the property and that the above information is correct.

Signature of owner’s representative or agent: Date:

Name of owner’s representative or agent (print):

Relationship and firm of agent (print):
**Figure A.25.5**
Sample Hydraulic Design Information Sign
(NFPA 13-2013, page 400)

<table>
<thead>
<tr>
<th>This system as shown on ................................ company</th>
</tr>
</thead>
<tbody>
<tr>
<td>print no .......................................... dated .............</td>
</tr>
<tr>
<td>for .................................................. contract no ........</td>
</tr>
<tr>
<td>is designed to discharge at a rate of .................... gpm/ft²</td>
</tr>
<tr>
<td>(L/min/m²) of floor area over a maximum area of ...........</td>
</tr>
<tr>
<td>ft² (m²) when supplied with water at a rate of .......... gpm (L/min) at ........ psi (bar) at the base of the riser,</td>
</tr>
<tr>
<td>Hose stream allowance of ...................... gpm (L/min)</td>
</tr>
<tr>
<td>is included in the above.</td>
</tr>
<tr>
<td>Occupancy classification ...........................................</td>
</tr>
</tbody>
</table>
| Commodity classification ...........................................
| Maximum storage height ........................................... |

**Figure A.25.6**
Sprinkler System General Information
(NFPA 13-2013, page 401)

**SPRINKLER SYSTEM — GENERAL INFORMATION**

For:

<table>
<thead>
<tr>
<th>High-piled storage</th>
<th>Yes</th>
<th>No</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rack storage:</td>
<td></td>
<td></td>
<td>Flow test data:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Static:    psi</td>
</tr>
<tr>
<td>Commodity class:</td>
<td></td>
<td></td>
<td>Resid:     psi</td>
</tr>
<tr>
<td>Max. storage height</td>
<td>ft</td>
<td></td>
<td>Flow:      gpm</td>
</tr>
<tr>
<td>Aisle width (min.)</td>
<td>ft</td>
<td></td>
<td>Pitot:     psi</td>
</tr>
<tr>
<td>Encapsulation</td>
<td>Yes</td>
<td>No</td>
<td>Date:</td>
</tr>
<tr>
<td>Solid shoveling</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Flammable/</td>
<td>Yes</td>
<td>No</td>
<td>Location:</td>
</tr>
<tr>
<td>combustible liquids</td>
<td></td>
<td></td>
<td>Location of aux/low point drains:</td>
</tr>
<tr>
<td>Other storage:</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Hazardous materials:</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Idle pallets:</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Antifreeze systems</td>
<td></td>
<td></td>
<td>Original main drain test results:</td>
</tr>
<tr>
<td>Location:</td>
<td></td>
<td></td>
<td>Static:    psi</td>
</tr>
<tr>
<td>Dry or aux systems</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td></td>
<td></td>
<td>Residual:  psi</td>
</tr>
</tbody>
</table>

Where injection systems are used to treat MIC or corrosion:

Type of chemical: _______________ Concentration: _______________ For proper disposal, see:

Name of contractor or designer: ____________________________
Address: ____________________________
Phone: ____________________________