



Fire Sprinkler Installation Requirements

Select Your Project Location:

- ☐ **City of Burlingame**
- ☐ **Town Hillsborough**
- ☐ **City of Millbrae**



FIRE SPRINKLER INSTALLATION – CITY OF BURLINGAME

Submittal requirements:

- Completed permit application
- One set of plans and calculations. Plans shall be wet-stamped and signed by a licensed/registered design professional. Scale may be either 1/4 or 1/8 inch.
- One set of specification sheets for all products and materials to be installed.
- All installing contractors shall have a California Contractor's License, a valid Worker's Compensation certificate, and a business license with City of Burlingame. License and certificate numbers shall be included on permit application.
- Installation may not begin until a permit has been paid for and issued. Projects which occur without a permit will be investigated and billed at up to ten times the amount of the permit cost.
- Permit fees are due upon pick up of plans and permit card. CCFD only accepts check, cashier's check, or cash. Fees are indicated in current Master Fee Schedule

Design and plan requirements:

- Shall be designed and installed in accordance with NFPA 13, 13D, or 13R. Local codes shall also be incorporated ([hyperlink to Burlingame Muni Code](#))
- Alterations to an existing system must indicate all existing conditions and proposed/relocations.
- A USC-approved double backflow prevention device is required on all commercial systems. Refer to City of Burlingame Water Specifications and Standards document for details. A residential system may be designed and calculated with either a double backflow prevention device or an approved passive purge system. A passive purge system must indicate specific location of toilet connection.
- A remote inspector test valve is required on all commercial systems. Water must discharge either into landscape or directly into sanitary/sewer. A remote inspector test valve is only required on residential systems when the structure is over 3,600 square feet.
- Locations of pipes, sprinkler heads, sway braces, hangers, and other related devices shall be clearly indicated. Dimensions and lengths shall also be indicated.
- Required fire flow data for the design may be requested by filling out form and submitting directly to Fire Administration. Refer to form for specific fees.

FIRE SPRINKLER INSTALLATION – CITY OF BURLINGAME

Inspections:

- Inspections may be scheduled by calling Fire Administration at 650-558-7600. You must provide the project address, permit number, and the type of inspection to be scheduled. Office suite numbers or floor numbers shall be provided when applicable.
- A two-hour hydrostatic test is required for all new commercial systems. A two-hour hydrostatic test is not required for residential systems, however the system must be pressurized with water for the rough fire inspection.
- A weld inspection is required for all commercial systems with permitted pipe welds in accordance with NFPA 13. Pipe may not be hung prior to inspection.
- The permit fee covers the cost of one rough/hydro and one final inspection. Any additional inspections will be charged separately as a phase inspection and billed per current inspector rate under CCFD Master Fee Schedule
- A missed inspection or inspection canceled upon inspector's arrival will be billed at the current reinspection fee.
- A copy of the approved CCFD-approved plans and original permit card shall always be kept on the job site or with the contractor. Inspection will not be conducted if either is not onsite and a reinspection fee will be charged.
- Sprinkler installers on a multi-residential or commercial job site must possess a current certification card from the Office of State Fire Marshal while on the job site.
- Should as-built plans be required by the inspector, they shall be submitted BEFORE the final inspection.

Rev. August 2026



FIRE SPRINKLER INSTALLATION – TOWN OF HILLSBOROUGH

Submittal requirements:

- Completed CCFD construction permit application.
- One set of plans and calculations. Plans shall be wet-stamped and signed by a licensed/registered design professional. Scale may be either 1/4 or 1/8 inch.
- One set of specification sheets for all products and materials to be installed.
- All installing contractors shall have a California Contractor's License, a valid Worker's Compensation certificate, and a business license with Town of Hillsborough. License and certificate numbers shall be included on permit application.
- Installation may not begin until a permit has been paid for and issued. Projects which occur without a permit will be investigated and billed at up to ten times the amount of the permit cost.
- Permit fees are due upon pick up of plans and permit card. CCFD only accepts check, cashier's check, or cash. Fees are indicated in current Master Fee Schedule

Design and plan requirements:

- Shall be designed and installed in accordance with NFPA 13, 13D, or 13R. Local codes shall also be incorporated.
- Alterations to an existing system must indicate all existing conditions and proposed/relocations.
- A USC-approved double backflow prevention device is required on all commercial systems. A residential system may be designed and calculated with either a double backflow prevention device or an approved passive purge system. The backflow prevention device shall be installed after the fire/domestic split and on the fire line. A passive purge system must indicate specific location of toilet connection.
- A remote inspector test valve is required on all commercial systems. Water must discharge either into landscape or directly into sanitary/sewer. A remote inspector test valve is only required on residential systems when the structure is over 3,600 square feet.
- Locations of pipes, sprinkler heads, sway braces, hangers, and other related devices shall be clearly indicated. Dimensions and lengths shall also be indicated.
- Required fire flow data for the design may be requested by filling out form and submitting directly to Fire Administration. Refer to form for specific fees.

FIRE SPRINKLER INSTALLATION – TOWN OF HILLSBOROUGH

Inspections:

- Inspections may be scheduled by calling Fire Administration at 650-558-7600. You must provide the project address, permit number, and the type of inspection to be scheduled. Office suite numbers or floor numbers shall be provided when applicable.
- A two-hour hydrostatic test is required for all new commercial systems. A two-hour hydrostatic test is not required for residential systems, however the system must be pressurized with water for the rough fire inspection.
- A weld inspection is required for all commercial systems with permitted pipe welds in accordance with NFPA 13. Pipe may not be hung prior to inspection.
- The permit fee covers the cost of one rough/hydro and one final inspection. Any additional inspections will be charged separately as a phase inspection and billed per current inspector rate under CCFD Master Fee Schedule.
- A missed inspection or inspection canceled upon inspector's arrival will be billed at the current reinspection fee.
- Sprinkler installers on a multi-residential or commercial job site must possess a certification card from the Office of State Fire Marshal.
- A copy of the approved CCFD-approved plans and original permit card shall always be kept on the jobsite or with the contractor. Inspection will not be conducted if either is not onsite and a reinspection fee will be charged.
- Should as-built plans be required by the inspector, they shall be submitted BEFORE the final inspection.

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FIRE SPRINKLER INSTALLATION – CITY OF MILLBRAE

Submittal requirements:

- Completed CCFD construction permit application
- One set of plans and calculations. Plans shall be wet-stamped and signed by a licensed/registered design professional. Scale may be either 1/4 or 1/8 inch.
- One set of specification sheets for all products and materials to be installed.
- All installing contractors shall have a California Contractor's License, a valid Worker's Compensation certificate, and a business license with City of Millbrae. License and certificate numbers shall be included on permit application.
- Installation may not begin until a permit has been paid for and issued. Projects which occur without a permit will be investigated and billed at up to ten times the amount of the permit cost.
- Permit fees are due upon pick up of plans and permit card. CCFD only accepts check, cashier's check, or cash. Fees are indicated in current Master Fee Schedule.

Design and plan requirements:

- Shall be designed and installed in accordance with NFPA 13, 13D, or 13R. Local codes shall also be incorporated.
- Meter size for all residential systems shall be in accordance with approved design, however any water supply which provides service to two houses shall be upgraded to a minimum 1" meter.
- Alterations to an existing system must indicate all existing conditions and proposed/relocations.
- A USC-approved double backflow prevention device is required on all commercial and residential systems. The backflow prevention device may be installed either before or after the fire/domestic split. A passive purge system is not permitted.
- A remote inspector test valve is required on all commercial systems. Water must discharge either into landscape or directly into sanitary/sewer. A remote inspector test valve is only required on residential systems when the structure is over 3,600 square feet.
- Locations of pipes, sprinkler heads, sway braces, hangers, and other related devices shall be clearly indicated. Dimensions and lengths shall also be indicated.
- Required fire flow data for the design may be requested by filling out form and submitting directly to Fire Administration. Refer to form for specific fees.

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