



FIRE MARSHAL'S OFFICE
EMERGENCY / MAINTENANCE REPAIR PERMIT CHECKLIST
7-1-2026

Staff Use Only

FPP _____ - _____

PROJECT/BUSINESS NAME _____

PROJECT ADDRESS _____

Is the fire system being repaired to abate
a Fire Code Violation (FCE)?

- ☐ Yes
☐ No
☐ Unknown

Is the building on Firewatch?

- ☐ Yes
☐ No
☐ Unknown

If yes, please enter FCE number below:

FCE _____ - _____

DEFINITIONS

EMERGENCY REPAIR PERMIT: This fire protection permit authorizes immediate repairs to restore **existing/approved** fire protection systems in urgent situations before a permit is obtained. The permit is intended to expedite repairs while ensuring compliance with safety standards. *Virginia Construction Code (VCC) Section 108.*

MAINTENANCE REPAIR PERMIT: This fire protection permit authorizes rehabilitation of **existing/approved** fire protection systems. Periodic maintenance and minor repairs help ensure system longevity and functionality. The permit is intended to streamline the permitting process while maintaining compliance with applicable safety standards and the *Virginia Construction Code (VCC), Sections 108 and 901.*

DIRECT REPLACEMENT/LIKE AND KIND: A component, device or appliance attached to a fire or life safety system that the manufacturer has identified/certified as a like and kind or similar replacement. Examples include: Sprinkler head – same type, K-factor, temperature, spray pattern, etc. Fire alarm – same type, candela rating, fire alarm control panel (FACP), audio visual (AV) device, detector, audible rating (dB), power draw. Kitchen Hood – Same type nozzles, flow rate, suppression media, cylinder, etc.

* **NO MODIFICATIONS OR CHANGES TO EXISTING DESIGN, LAYOUT, OR FUNCTIONALITY OF APPROVED LIFE SAFETY SYSTEMS ARE ALLOWED.**

APPLICATION TIMELINES

Emergency Repair Permit – application must be submitted **within one business day** of beginning the repair

Maintenance Repair Permit – application must be submitted and **permit issued**, prior to beginning the repair

ADDRESS VALIDATION

Required.

Address Validation form can be found [here](#).

PLAN REVIEW

Not required, provided the scope of repairs is within the defined parameters outlined in this document.

EMERGENCY REPAIR PERMIT SCOPE AND LIMITATIONS

SPRINKLER

- ☐ Up to five (5) heads, same K factor and temperature
- ☐ Up to twenty (20) feet of sprinkler pipe
- ☐ One drum drip, including the valve immediately above and below the collection chamber
- ☐ One air compressor

FIRE ALARM

- ☐ Up to (10) notification or initiation devices
- ☐ One (1) fire alarm panel (FACP)
 - The panel must be listed as a direct replacement by the manufacturer
 - This only includes a FACP damaged by a known incident
- ☐ One fire alarm dialer (landline for landline or cellular for cellular only)

UNDERGROUND FIRE LINE

- ☐ Repair or replacement of up to twenty (20) feet of an underground fire line due to mechanical damage or freezing

KITCHEN HOOD

Emergency Repair Permit qualifies in the **following circumstance only**.

- ☐ System was activated due to moderate-sized fire, requiring minimal suppression from the fire department

EXCLUSIONS FROM THE EMERGENCY REPAIR PERMIT

The following repairs **are not eligible** for an Emergency Repair Permit:

SPRINKLER - Repairs resulting from age, lack of maintenance, or negligence, such as:

- Leaking or corroded pipes, heads and valves
- Painted, dirty, or fouled sprinkler heads
- Modifications or additions to system

FIRE ALARM

- Replacing a fire alarm dialer (landline to cellular)
- Upgrades to fire alarm

KITCHEN HOOD – plan review is required for kitchen hoods in the following circumstances:

- Large scale fire which overwhelmed the hood suppression system, extended to the duct work and impacted structural components of the building
- Replacement or changing of the cookline, nozzle coverage or type, cooking media or type, and / or appliances

Please see the following section for maintenance repair permit guidelines.

MAINTENANCE REPAIR PERMIT SCOPE AND LIMITATIONS

Maintenance or rehabilitation involving **existing/approved** fire protection equipment and systems as listed below. **Repair or replacement exceeding 50% of the system will require full plan review. Replacement parts must be direct replacement/like and kind.**

- Fire alarm systems
 - Access or egress control systems or delayed egress locking or latching systems
 - Fire suppression systems - EXCEPTION – 100% of sprinkler heads can be replaced

☐ No more than 50% of existing system is being replaced

SYSTEM REPLACEMENT COMPONENTS

SPRINKLER – heads, nozzles, water control valves, drum drip, diaphragms, nitrogen generator, nozzles/caps, air compressor, pipe, flow switch, FDC components to include remote FDC's.

STANDPIPE – Pipes, pressure regulating valve, Siamese gate valve, hose valve.

UNDERGROUND FIRE LINE – pipe, fittings, valves.

FIRE PUMP – rings, impellers, shaft sleeves, shafts, bearings, valves, coupling guards, motors/drivers, controllers, jockey pump controllers, pressure transducers.

FIRE ALARM – Fire alarm control panel (FACP), Notification Appliances Circuit (NAC) panel, Initiating Devices (smoke detector, heat detector, pull station, damper, waterflow switch), A/V Devices (horns, strobes, speakers, bells).

KITCHEN HOOD – Piping, agent tanks, manual pull stations. NFPA 17 or NFPA 17A certified.

REQUIRED DOCUMENTATION FOR INSPECTIONS

- Copy of Fire Protection Permit
- Manufacturer's specification sheets for each component or device being replaced
- Non-technical plan or shop drawing identifying location of items being replaced
- The plan must include:
 - FPP Number
 - Address of repair
 - Contact information for company performing the work
 - Scope of the work
- **Removed devices must be onsite for inspection. Discarding the original parts will result in a failed inspection, with rejection fee. A full plan review will be required.**

POST REPAIR INSPECTIONS

Functional testing of all replaced system components will be conducted. The following section provides inspection guidelines.

SPRINKLER

- System will be tested at normal operating pressure to ensure no leaks
- Drywall, ceiling tiles and required insulation must be installed
 - This may necessitate a second inspection. Additional fees may apply
- 62 Hydro at operational pressure, 83 Visual and 66 Final are required
- For dry systems a 64 Trip inspection is required

STANDPIPE

- A flow test is not required, provided the replacement is identical to the original design
- 75 Standpipe Visual and 66 (Wet) or 88 (Dry) Final are required

UNDERGROUND FIRE LINE

- Inspection of replaced pipe, 59 Visual, 61 Underground Flush are required

FIRE PUMP

- If a fire pump is replaced, a 72 Fire Pump test is required
- Additionally, a building electrical permit is required prior to the pump test

FIRE ALARM

- Fire alarm panel replacement requires testing of 10% or more of all devices connected to the panel
- Verification of system's overall functionality and connection to central monitoring station

NOTIFICATION DEVICES:

- 73 Fire Alarm and 81 Final are required
- A system test and final inspection will be conducted, including testing 10% of connected devices

FIRE ALARM CONTROL PANELS (FACPs):

- 73 Fire Alarm, 74 Battery and required ring down, 81 Fire Alarm Final
- No alteration to sequence of operations is allowed
- No additional devices can be added that would affect battery calculations, including changes to candela ratings or decibels of notification devices
- All replacements are installed in **same location** as replaced devices

KITCHEN HOOD

- 70 Hood inspection required if piping is replaced
- Inspection to evaluate coverage
- Maintenance/cleaning records may be reviewed when applicable
- Kitchen hood replacements must comply with NFPA 17 or NFPA 17A

REPLACEMENT PARTS

- Repairs must use direct replacement/like and kind parts or devices to maintain safety and consistency
- All replaced components must be installed in accordance with NFPA standards
- All replaced parts must be kept on site for inspection/comparison

Discarding original parts will result in a failed inspection with rejection fee. A full review will be required.

REPAIRS NOT REQUIRING A PERMIT

SPRINKLER

- Gauge replacement in accordance with NFPA 25 Inspection, Testing and Maintenance (ITM) schedule
- Replacement of a single head with a direct replacement/like and kind part by a licensed contractor with no drywall or insulation damage. If sprinkler head activation causes water damage requiring insulation or drywall replacement, a permit is required
- Replacement of gaskets

FIRE ALARM

- Re-setting, re-programming a malfunctioning fire alarm control panel (FACP)
 - Does not include dialer replacement.
- Replacement of a single smoke/heat detector, pull station or notification device
 - This is isolated and for a single failed device - not multiple devices

KITCHEN HOOD

- When system activated accidentally or resulted in immediate extinguishment of a fire as designed, system can be recharged, the fusible link replaced and returned to service by a licensed contractor. No bag test is required.
- All records of the service and system inspection must be kept for inspection by the Fire Marshal's Office upon request.
- Replacement of nozzles, caps, fusible links

COMPLIANCE WITH CODE

All emergency / maintenance repairs must comply with the Virginia Construction Code (VCC), Virginia Statewide Fire Prevention Code (VSFPC) and NFPA standards. Repairs must use direct replacement or like and kind materials and meet all relevant safety and performance requirements.

WORK BEYOND THE SCOPE

- For work exceeding the scope outlined above, a full plan submittal is required, **unless prior written approval is obtained from the Fire Marshal.**
- If additional unpermitted work is discovered, a rejection will be issued, and a full plan review will be required.

HOW TO APPLY

- To obtain an Emergency or Maintenance Repair permit through the Development Services e-Portal click here: [e-Portal Access](#).
- This checklist should be submitted along with a Fire Protection Permit application, which can be found [here](#). The permit description field should clearly state that the work is either "Emergency" or "Maintenance" repair.

The Development Services Building is located at 5 County Complex Court, Prince William, Virginia. Hours are Monday – Friday from 8:00 am to 4:00 pm. For more information call Building Development Permits Office at 703-792-6924 or the Fire Marshal's Office at 703-792-6360.

LICENSURE REQUIREMENTS

To obtain a permit, and perform the work, you must have a current Virginia State Contractor's license and a current Prince William County Business License.

COMPLIANCE

Ensure all affected property owners and contractors are aware of these guidelines and procedures. Adhering to these steps will help facilitate timely and code compliant repairs. For further questions or clarification, contact the Building Development Permits Office at 703-792-6924 or Prince William County Fire Marshal's Office at 703-792-6360.

Applicant Signature: _____ Date: _____