

Construction Industry Communication #47

From: Amit Ghosh, Chief Building Official
Re: Fire Protection Plan Review
Date: July 17, 2017

Requirements: Ohio Building Code Section 106.1.1.1 requires fire protection system documents to be submitted and approved prior to the start of system installation. Section 107.2.1 requires the approval or disapproval of such documents within 30 days after filing the application.

Background: In an effort to assist customers with minor alterations to fire protection systems, the Columbus Division of Fire created the document titled “Minor Fire Alarm and Fire Sprinkler Work” dated June 15, 2015 to relinquish their review of 9 fire alarm devices or less and 19 sprinklers or less. This has reduced the plan review time considerably and increased the expectations of the industry for a quick turn-around. With extra attention to minor alterations, larger projects have experienced delays.

Memorandum: In order to meet the requirements of the Ohio Building Code and serve customers in the most expeditious manner possible, the following procedure will be implemented:

- Fire alarm alterations consisting of 9 devices or less and do not involve the replacement of the main fire alarm control panel will be reviewed and completed within 8 working days from time of submittal to a correction letter or permit issuance.
- Fire sprinkler alterations consisting of 19 sprinklers or less with no change of use or hazard class will be reviewed and completed within 8 working days from the time of submittal to a correction letter or permit issuance.
- All other fire protection reviews will be completed within 20 working days from the time of submittal to a correction letter or permit issuance.

Additionally, the **repair and replacement** program will save customers time with review as briefly stated below:

- “Permit and Inspection Requirements for Existing Fire Alarm System Repairs”
 - This policy allows for the replacement of up to 3 manual pull stations, smoke detectors, audio-visual devices, water flow or tamper devices without a permit. It also allows replacement of 4 to 10 devices of the same type and characteristics at a reduced fee and reviewed “over-the-counter”.
- “Permit and Inspection Requirements for Existing Sprinkler System

Repairs”

- This policy allows for “one for one” replacement of up to 20 sprinkler heads without a permit and replacement of other system components at a reduced fee and reviewed “over-the-counter”.

For additional information, please call 614-645-7562 or visit our website at www.columbus.gov/bzs.

Revised 4/3/2026