

NFPA 25 Annual Sprinkler Inspection Permit Form

Manitowoc Fire Rescue Department

Prior to the licensed sprinkler contractor performing the annual inspection of the fire sprinkler system and/or fire pump system, as required by NFPA 25, the owner shall obtain this blank Inspection Permit Form and the attached Supplemental Form from the Manitowoc Fire Rescue Department, City Hall 900 Quay St., or online at www.manitowoc.org/Departments/Fire. The results of the inspection shall be recorded and copies should be given to the City of Manitowoc Fire Rescue Department, the owner, and all others authorized by the owner within twenty-one days of the date the inspection was performed. In the case that deficiencies are found the City of Manitowoc Fire Rescue Department shall be given a schedule as to when the repairs will be made. In the event a permit is not obtained within 30 days of the annual inspection the owner may be subject to an additional fee, in accordance with Chapter 6 of the Municipal code. A permit will be issued upon submittal of **ALL** required documentation and payment listed in **SECTION 2**. The permit shall be posted on the main riser.

Section 1 - Site Information					
Occupancy Information					
Name:					
Address:					
Representative:			Phone:		
Contractor Information					
Name:					
Address:					
Representative:			Phone:		
Alarm Company Information					
Representative:			Phone:		
Section 2 - Permit Information		Section 3 - Permit Fee (6.170 Municipal Code)			
Document Check List		Permit Fee Schedule			
1. Sprinkler Inspection Permit Form		Equipment	Number	Fee	Total
2. Sprinkler Test and Inspection Supplemental Form		1-5 Risers		\$35.00	
3. Sprinkler Company Inspection Report		6-10 Risers		\$40.00	
4. Permit Fee		11-15 Risers		\$45.00	
- Applications missing the items listed above will NOT be processed.		16-20 Risers		\$50.00	
- The Inspection Report is not provided by the City of Manitowoc. It is provided by your sprinkler inspection contractor.		21-25 Risers		\$55.00	
- Payments can be made via card (subject to a service fee), check, or cash.		26+ Risers		\$60.00	
		Fire Pump(s)		\$35.00/Pump	
				Total Fee:	
For questions regarding this form please contact the Manitowoc Fire Rescue Department (920) 686-6540					

NFPA 25 Annual Sprinkler Test and Inspection Supplemental Form

Manitowoc Fire Rescue Department

This form is to be filled out by a licensed sprinkler contractor and submitted to the Manitowoc Fire Rescue Department, City Hall - 900 Quay St. along with the current completed sprinkler test form used by the licensed sprinkler contractor. This is intended to address specific concerns common in the City of Manitowoc. Permit fee City Ordinance 6.170 applies prior to performing the NFPA 25 inspection on an occupancy.

Section 1 - Site Information			
Occupancy Information			
Name:			
Address:			
Contractor Information			
Sprinkler Company Name:			
Inspector Name:		State Fire Protection License #:	
Section 2 - Sprinkler System Information			
Inspection			
Date of Inspection:		# of Risers:	
Check Valve (NFPA 25)			
Has the check valve had its 5 year required inspection maintenance?			Yes No N/A
When was it last completed?			
When is it due?			
Backflow Preventer			
Has the backflow preventer been tested per NFPA 25 including a full flow test?			Yes No N/A
Section 3 - Sprinkler Inspection Report			
Copy of the Inspection Report provided by the Sprinkler Inspection Contractor attached?			Yes (Required)
Section 4 - Statement of Compliance			
Inspector			
I state that the information on this form is correct at the time of my inspection and that all equipment tested at this time was left in 100% operational condition upon completion of this inspection (except those as noted).			
Print Name:		Date:	
Signature:			
Owner/Representative			
I have been made aware of the discrepancies found on this inspection and will bring the fire protection system into compliance. The City of Manitowoc Fire Rescue Department will be notified when repairs are completed.			
Print Name:		Date:	
Signature:			