



**City of Orem**  
**COMMUNITY DEVELOPMENT**

56 North State St. 2nd Floor, Orem, UT 84057  
801-229-7060 [www.orem.gov](http://www.orem.gov)

## ***FIRE DEPARTMENT PERMITS***

There are several different types of permits that the fire marshal needs information submitted for. Follow the information below for your particular type of permit.

1. Installation or remodel of fire sprinkler or fire alarm systems in commercial and multi-family buildings. Is the building currently under construction or being remodeled by a general contractor?
  - a. IF YES - The plans and permit need to be submitted through our on-line portal by the general contractor on his/her permit. Fees would have been paid with the initial building permit for the construction
  - b. IF NOT – This is uncommon but if true, plans and application will need to be submitted through our on-line portal. Go here to register for an account and submit an application: <https://orem.gov/buildingpermits/>
2. Storage tank installations or removal for gasoline, diesel, propane, etc. either above or below-ground.
  - a. Plans and application will need to be submitted through our on-line portal. Go to: <https://orem.org/buildingpermits/> to register and submit an application.
  - b. Plans need to include a site plan with the size of tank(s) to be installed (water gallons), compass headings showing north, distance from the tank to the property lines, existing buildings, streets, roads and sidewalks, overhead power lines, and all sources of ignition in all directions.
  - c. Name, address, and phone number of concern where the tank is to be located.
  - d. Name, address, and phone number of the Utah State Licensed and certified installers.
3. Fireworks Shows (Inside and/or Outside)
  - a. Pyrotechnic show applications filled out with all requested documents: Site plan of location, copy of license, copy of insurance, and type and size of fireworks to be used.
  - b. Site plan to include: Location and dimensions of fallout area along with any structures or Wildland Urban Interface and location of viewing area.
  - c. Date(s) of requested show
  - d. Plans and application will need to be submitted through our on-line portal no sooner than 2 weeks prior to the event. To register for an account and submit an application, go to <https://orem.org/buildingpermits/>
4. Tents or Temporary Membrane Structures
  - a. Plans and application will need to be submitted through our on-line portal. Go to <https://orem.org/buildingpermits/> to register and submit an application.
  - b. Plans to include:
    - i. Site plan showing location
    - ii. Date(s) tent will be up

5. Typical inspections during construction:

- a. Underground flush prior to connecting the Fire Sprinkler Riser.
- b. Above-Grid Fire Sprinkler inspection to include earthquake bracing. This is prior to covering with drywall or grid ceiling.
- c. Fire Sprinkler Hydrostatic Pressure Test. 200 pounds for 2 hours with no leaks. We must witness the start and end of the test as well as check for leaks.
- d. 24 Hour Alarm Battery Test. The alarm battery backup is isolated for 24 hours and a 5 minute alarm test is performed. Please confirm that the alarm is in test mode with the alarm company prior to our arrival. Too many nuisance alarms may result in a fine.
- e. Final Inspection. Prior to receiving final occupancy, a final fire inspection needs to be conducted. This will involve:
  - i. Testing exit signs and emergency lighting.
  - ii. Fire extinguisher sizing, placement and number of extinguishers. Typically, a fire extinguisher is needed every 75ft and a minimum of 1 per level.
  - iii. Fire riser room must have signage on the door that reads, "Fire Riser" with a minimum of 6-inch white lettering and red background.
  - iv. Fire Department Connection needs signage a minimum of 5 feet above FDC. Sign must read, "FDC" with a minimum 6-inch white lettering with red background.
  - v. If the Fire Alarm is enclosed in a room, the door leading to it must have signage reading, "FACP" in minimum 6-inch white lettering with a red background.
  - vi. Knox box should be outside the Fire Riser room 5 feet about the ground. To order a knox box, go to [www.knox.com](http://www.knox.com) or contact State Fire. The knox keyset must be keyed to the city the project is in. Orem, Lindon, or Vineyard.
  - vii. Please have a key to the building available at the final inspection.