



# BONITA SPRINGS FIRE CONTROL & RESCUE DISTRICT

# FIRE PREVENTION DIVISION OVER-THE-COUNTER FIRE PERMIT

## PERMIT PROCEDURE

- OVER-THE-COUNTER FIRE PERMITS ARE SPECIFIC TO EXISTING FIRE ALARM AND FIRE SPRINKLER SYSTEMS ONLY.
- APPLYING FOR THIS OTC PERMIT APPLICATION MAY BE DONE DIGITALLY BY EMAILING IT AS A PDF ATTACHMENT TO PLANREVIEW@BONITAFIRE.ORG. CONTRACTORS ALSO HAVE THE OPTION TO APPLY IN PERSON ON A PAPER APPLICATION AT THE BONITA SPRINGS COMMUNITY DEVELOPMENT OFFICE, LOCATED AT 9220 BONITA BEACH RD UNIT #111.
- THE OTC PERMIT FEE IS \$300 AND MUST BE PAID PRIOR TO THE PERMIT BEING ISSUED. PAYMENTS ARE COLLECTED THROUGH THE PERMITTING PORTAL WITH COMMUNITY DEVELOPMENT.
- PLANS ARE NOT REQUIRED TO BE SUBMITTED AT THE TIME OF APPLYING FOR THIS OTC PERMIT. HOWEVER, THE CONTRACTOR MUST KEEP A COPY OF THE PLANS AND SPECIFICATIONS AT THE WORKSITE AND MAKE THEM READILY AVAILABLE TO THE FIRE INSPECTOR AT EACH INSPECTION. THE PLANS MAY BE IN DIGITAL OR PAPER FORMAT FOR INSPECTIONS.
- INSPECTIONS ARE REQUIRED FOR ALL OTC PERMITS.
- PRIOR TO A FINAL FIRE 902 INSPECTION, THE FOLLOWING MUST BE EMAILED AS PDF DOCUMENTS TO PLANREVIEW@BONITAFIRE.ORG:
  - DIGITAL COPY OF PLANS/SUBMITTALS
  - FIRE ALARM - RECORD OF COMPLETION FORM
  - FIRE SPRINKLER - ABOVEGROUND PIPING FORM

## SELECT PERMIT TYPE

- FIRE ALARM SYSTEMS PROJECT**  
DEFINED AS AN ALTERATION OF A TOTAL OF 20 OR FEWER INITIATING DEVICES AND NOTIFICATION DEVICES, OR THE INSTALLATION OR REPLACEMENT OF A FIRE COMMUNICATOR CONNECTED TO AN EXISTING FIRE ALARM CONTROL PANEL IN AN EXISTING COMMERCIAL, RESIDENTIAL, OR MULTI-FAMILY COMPLEX. (EFFECTIVE 07-01-2022 UNDER FLORIDA STATE STATUTE 553.7932)
- FIRE SPRINKLER SYSTEMS PROJECT**  
DEFINED AS AN ALTERATION OF A TOTAL OF 20 OR FEWER FIRE SPRINKLERS IN WHICH THE SPRINKLERS ARE OF THE SAME K-FACTOR AND LOCATED IN SPACES WHERE THERE IS NO CHANGE OF HAZARD CLASSIFICATION OR INCREASED SYSTEM COVERAGE AREA, OR THE INSTALLATION OR REPLACEMENT OF AN EQUIVALENT FIRE SPRINKLER SYSTEM COMPONENT IN AN EXISTING COMMERCIAL, RESIDENTIAL, APARTMENT, COOPERATIVE, OR CONDOMINIUM BUILDING. FOR PURPOSES OF THIS PARAGRAPH, A COMPONENT IS EQUIVALENT IF THE COMPONENT HAS THE SAME OR BETTER CHARACTERISTICS, INCLUDING ELECTRICAL, HYDRAULIC, PRESSURE LOSSES, AND REQUIRED LISTINGS AND SPACING AS THE COMPONENT BEING REPLACED. (EFFECTIVE 07-01-2023 UNDER FLORIDA STATE STATUTE 553.7932)

PERMIT NUMBER:

PROJECT NAME:

CONTRACTOR BUSINESS NAME:

PROJECT JOB ADDRESS:

CONTRACTOR LICENSE #:

STRAP / PARCEL #:

PHONE NUMBER:

CONTACT PERSON:

EMAIL:

SCOPE OF WORK:

BY SIGNING BELOW YOU ARE VERIFYING THAT YOU ARE ADHERING TO FLORIDA STATE STATUTE 553.7932. IF IT IS FOUND UPON INSPECTION THAT THE SCOPE OF WORK FALLS OUTSIDE THE PARAMETERS OF THIS STATUTE, THE CONTRACTOR WILL HAVE TO RE-APPLY FOR A REGULAR FIRE PERMIT AND SUBMIT THEIR PLANS/SPECIFICATIONS WITH THE NEW APPLICATION FOR REVIEW.

CONTRACTOR SIGNATURE

CONTRACTOR PRINTED NAME

DATE