



Physical: 175 N. Liberty Street
Mail: P.O. Box 251, 29304

MEMORANDUM

TO: OWNER/DEVELOPER/CONTRACTOR

FROM: ENGINEERING DEPARTMENT

DATE: JULY 14, 2009

RE: **PRIVATE FIRE PROTECTION SYSTEM
FIRE SERVICE QUESTIONNAIRE**

The Spartanburg Water requests that the attached questionnaire be completed and returned as soon as possible. All of the information requested is necessary for the review and evaluation of the proposed fire service. A portion of the requested information is necessary for the preparation of your Private Fire Protection Agreement. Typically, private systems are not metered and are separate from domestic service. Therefore, the Commission of Public Works requires this service be administered by means of a standard agreement. Execution of the Agreement must be finalized before the fire service construction can begin.

There are two categories of information requested. **CATEGORY I** includes questions about the location to be served by the fire protection system and the contact information for the Owner/Responsible Entity of the system. It also includes an area to provide the contact information for contractor, designer, or engineer who will be responsible in the technical design of the system. **CATEGORY II** includes technical questions regarding the proposed fire protection system and is often completed by the designer, contractor, or engineer.

We invite you to complete this form, prepare necessary plans, and submit the entire package to Spartanburg Water Engineering. Please feel free to call us at 864-585-9142 if you have questions or if we can assist you in any way

THANK YOU FOR YOUR COOPERATION

CATEGORY I – CONTACT INFORMATION

A. OWNER/RESPONSIBLE ENTITY

1. Name to which the account should be assigned (party responsible for payment of “stand by” charge and annual testing of backflow preventer).

Account Name (please print):

2. Physical service address, complete with street name, building and lot identification, etc.

Physical Service Address:

3. Mailing address for delivery of “stand-by” invoice.

Mailing Address:

4. Customer’s representative, legally responsible, for agreement execution and his/her title/position.

Customer’s Representative (please print):

Title/Position:

5. Customer’s telephone number.

Telephone Number:

CATEGORY I – CONTACT INFORMATION CONT'D

B. PRIVATE FIRE PROTECTION SYSTEM ENGINEER, DESIGNER OR CONTRACTOR (IF KNOWN)

DESIGN ENGINEER

Contact Name: _____

Position or Role: _____

Name of Company: _____

Mailing address: _____

Telephone No.: _____

Email address: _____

FIRE PROTECTION SYSTEM DESIGNER

Contact Name: _____

Position or Role: _____

Name of Company: _____

Mailing address: _____

Telephone No.: _____

Email address: _____

CONTRACTOR

Contact Name: _____

Position or Role: _____

Name of Company: _____

Mailing address: _____

Telephone No.: _____

Email address: _____

CATEGORY II – TECHNICAL INFORMATION

A.. PRIVATE SYSTEM WILL SERVE:

Type of business: _____
Size of service desired: _____ Desired Flow in GPM: _____
Is booster pump planned: _____, Capacity: _____
Fire hydrants on property: _____, Number of hydrants _____
Automatic sprinkler system: Wet _____, Dry _____, Combination _____
Antifreeze system? _____; Remote antifreeze system or loop? _____
Stand pipe system: _____, Number: _____
Hose cabinets: _____, Number: _____
Fire protection storage tank: _____, Capacity: _____
Sprinkler Contractor: _____
Will sprinkler system serve more than one building? _____
Will sprinkler system serve more than one store? _____

B. VALVE PIT/BACKFLOW ASSEMBLY INFORMATION:

Below ground valve pit _____ OR above ground enclosure _____?
Pit/enclosure includes fire department connection? _____
Fire department connection on building? _____
Is pit/enclosure location in a suitably graded area? _____
Is pit/enclosure location outside a fenced area? _____
Is pit/enclosure location in a grassed/landscaped area? _____
Is pit/enclosure location in a sidewalk area? _____. If yes, what is distance from curb to building? _____
A public pumper hydrant is required _____ feet from the fire department connection.

C. ADDITIONAL ITEMS TO BE INCLUDED IN PRELIMINARY SUBMITTAL PACKAGE

1. Two (2) sets of site plans. Include the existing underground water main system (public and private) and all of the proposed system including piping and associated hardware, valves, tanks, hydrants, etc. Indicate/describe deletions to the existing system. NOTE: Spartanburg Water has standard details for fire service pits/enclosures and other appurtenances that meet our design standards. Please feel free to contact us for hard or electronic copies of these details for your use.
2. One (1) electronic copy of the overall site plan in dxf format.
3. Two (2) sets of the existing and/or proposed internal fire protection system (if applicable) with size and location of all proposed piping, hose cabinets, etc.
4. Details of all tanks and pumps, including pump curves, if applicable.
5. Any special instructions by fire officials that will impact fire service connection.