

Customer Checklist for Fire Services



The purpose of this checklist is to assist customers seeking to install a fire service within the Spartanburg Water service area to be aware of steps and requirements involved. This information is provided with the goal of ensuring a smooth and successful project.

The requirements of this checklist are Spartanburg Water's requirements only. It is the responsibility of the customer or his agent to receive any necessary permits and approvals from the Fire Marshall, local fire officials, or other entities.

- _____ 1. Contact Joel Watson, Engineering Operations Manager, with Spartanburg Water Engineering Department at 864-580-5681. A Spartanburg Water Project Manager will be assigned to work with you.
- _____ 2. Complete and return the attached **Fire Service Questionnaire**.
- _____ 3. Submit preliminary **Fire Service Submittal Package** for review to include:
 - 2 sets of proposed Site Plans indicating the fire service installation and related details
 - 2 sets of internal fire protection plans
 - 1 electronic copy of overall site plan
 - Any special instructions by fire officials that will impact fire service connection, as applicable
- _____ 4. Receive comments from Spartanburg Water Project Manager and make revisions, as needed.
- _____ 5. Receive, execute, and return **Private Fire Protection Agreement**.
- _____ 6. Receive approval of the proposed design from Spartanburg Water Project Manager. Projects cannot proceed without approval. Once approved, submit the following:
 - 7 sets of approved plans stamped "Issued for Construction". Submit only site plan and detail sheets related to fire service. (Internal Plans not required)
- _____ 7. Schedule a pre-construction conference with Spartanburg Water. This conference should be scheduled with Project Manager after above steps have been accomplished, but at least 72 hours before the anticipated initiation of construction.
- _____ 8. Contractor(s) who will be installing the Fire Service must attend the Pre-construction conference. It is recommended that the design engineer or fire protection system designer or their representative attend. *Note: Spartanburg Water requires that contractors seeking to tap our water mains be approved and placed on approved tapping list.*
- _____ 9. Construction cannot commence until all necessary encroachment permits have been obtained and copies provided to Spartanburg Water.
- _____ 10. Spartanburg Water Engineering Field Technician inspects construction and must approve prior to activation of service.
- _____ 11. Spartanburg Water Cross Connection Control Coordinator must inspect and successfully test backflow prevention device prior to activation of service.