Prince George's County
Fire Plans On File - FPOF Cases
Simplified Applicant Guide

1. OVERVIEW & PURPOSE

The Fire Plans on File (FPOF) process allows an approved NFPA 13D automatic fire sprinkler system design to be established for an eligible townhouse, detached single-family dwelling, or detached two-family dwelling model constructed under an approved Building POF. Buildings requiring an NFPA 13R system are not eligible for the FPOF process.

The approved FPOF establishes the sprinkler design for the specific building model; however, it does not serve as the permit for an individual site or address. Each address requires a separate FIR permit application that references the approved FPOF number and includes the required supporting documents and calculations.



For the FPOF application, the applicant submits one comprehensive fire sprinkler system design package, including the master shop drawings, for review and approval. Once approved, the FPOF is maintained on file as the approved sprinkler design for that specific building model and may be referenced by the associated FIR permit applications.

2. APPLICABILITY & SCOPE

Fire POF (FPOF) applications shall meet all the following criteria:

- **Building Type:** Townhouses, detached single-family dwellings, and detached two-family dwellings associated with an approved Building POF.
- **Number of Dwelling Units:** Each townhouse shall contain only one dwelling unit.
- **Number of Stories/Building Height:** The building height and number of stories shall comply with the applicable requirements of the IRC or IBC Chapter 5 for buildings protected throughout by an NFPA 13D automatic sprinkler system.
- **Means of Egress:** Townhouses and detached two-family dwellings must have separate means of egress, including a separate exit discharge for each dwelling unit.
- **Fire Protection System:** The building design must be eligible to be protected throughout by an automatic fire sprinkler system designed in accordance with NFPA 13D.
- **Building POF:** An approved Building POF without any open revision is required before submitting the corresponding FPOF application.

Note: There is no revision option for the FPOF cases.

3. FPOF SUBMISSION REQUIREMENTS

A complete Fire Plans on File (FPOF) application must include the following five required components. All submitted plans and technical documents must be legible, complete, and coordinated with the county-approved Building POF plans.

A. Title & Cover Sheet

The submission must contain a designated cover page providing a clear project summary and the following metadata:

- **Sprinkler Contractor Information:** Company name, mailing address (not a P.O. box), email address, telephone number, Maryland State Automatic Sprinkler System Contractor license number, and license level.
- **Home Builder Information:** (If applicable) Company name, mailing address (not a PO box), email address, and telephone number.
- **FPOF Model Name and FPOF Number:** The FPOF scope of work must identify the approved Building POF number and the corresponding building model name. The FPOF model name must match the model name shown on the approved Building POF. The FPOF number will be assigned by the permitting system and shown on the Third-Party Reviewer approval stamp with the building model name. The same model name must be used consistently on all associated FIR applications.
- **Summary of Design Options:** A clear breakdown of all proposed sprinkler system options. Each option must explicitly identify the corresponding riser, pipe sizing configuration, and hydraulic design criteria.

> **Example Summary of Design Options:** *The following is an example only; actual design values shall be based on the approved system design.*
> • **Option 1:** 1-inch riser with 1-inch piping throughout.
> – 1-Head Flow: 13.0 gpm at 29.0 psi
> – 2-Head Flow: 16.0 gpm at 32.0 psi
> • **Option 2:** 1¼-inch riser to top floor with 1-inch piping throughout remaining system.
> – 1-Head Flow: 13.0 gpm at 27.7 psi
> – 2-Head Flow: 16.0 gpm at 30.5 psi

- **Applicable Design Standard:** Identify the adopted edition of NFPA 13D and all applicable State and County amendments.

B. Hydraulic Calculations

Submit complete, computer-generated hydraulic calculations demonstrating that each proposed sprinkler system option complies with the design parameters of the adopted NFPA 13D standard. Calculations must directly match the piping configurations, friction loss figures, and water supply information shown on the plans.

C. Manufacturer Technical Cut Sheets

Provide complete manufacturer catalog cut sheets and technical specification sheets for all system components. This includes sprinklers, valves, piping, fittings, risers, backflow preventers, and auxiliary devices necessary to verify product listing and code compliance.

D. Fire Sprinkler Shop Drawings

Submit fully detailed fire sprinkler construction plans depicting the complete physical layout. Plans must clearly show sprinkler locations, head temperature ratings, K-factors, pipe sizes, hanger locations, riser details, hydraulic reference points, design areas, and water supply information.

E. PROFESSIONAL DESIGN & CREDENTIAL REQUIREMENTS

Fire Plans on File (FPOF) submissions shall be prepared and signed by either:

- A Professional Engineer (P.E.) currently licensed in the State of Maryland. The plans shall bear the P.E.'s professional seal, license number, and signature; or
- A NICET-certified sprinkler layout technician, Level II or higher, who meets the applicable Maryland qualification and licensing requirements for Automatic Sprinkler System Layout. The applicable Maryland State Automatic Sprinkler System Contractor license number and license level shall be shown on the plans.

4. ADDRESS-SPECIFIC PERMIT (FIR) SUBMISSION REQUIREMENTS

Once the FPOF is approved, a separate FIR permit application must be submitted for each address.

Each FIR application must reference the approved FPOF number and include the required site and row-specific supporting documents, as applicable.

The house model name shall be included in the scope of the FIR application and must match the house model name identified on the approved FPOF and Building POF.

The following documents are required with the FIR application to verify site conditions, water supply, and consistency with the approved FPOF design:

REQUIREMENT	TECHNICAL CRITERIA & DESCRIPTION
1. Site Identification	Provide the street address, lot number, and block number associated with the FIR application.
2. Site Plan	Provide a dimensioned site/utility plan showing the building footprint, property lines, fire department access, water main connection, and fire sprinkler service connection for the applicable lot.
3. WSSC Water Report	An official, current Washington Suburban Sanitary Commission (WSSC) water flow test report detailing static pressure, residual pressure, and available flow rate pertinent to the site.
4. Site/Row Calculation Sheet	Provide hydraulic calculations comparing the available WSSC water supply to the hydraulic demand of the approved FPOF design, demonstrating that adequate pressure and flow are available. Where the same water supply conditions and design apply to multiple townhouses within a row, the same calculation may be submitted for each associated FIR application. For detached single-family and two-family dwellings, individual calculations must be submitted for each address.

TOWNHOUSE OPERATIONAL WORKFLOW EXAMPLE

For a development consisting of multiple townhouses using the same approved townhouse model, the applicant submits one FPOF establishing the approved fire sprinkler design for that model. For each townhouse row, the applicant may submit one set of hydraulic calculations applicable to the entire row. Each townhouse address within that row requires an individual FIR application; however, the same row-specific calculations may be submitted with each associated FIR application. A volume sheet identifying all townhouse addresses included in the row must also be provided with each associated FIR application.

For detached single-family and two-family dwelling models, each applicable address requires a separate FIR application referencing the approved FPOF and including the required site-specific documents and calculations.

Note: The IT team is currently developing a volume application process for FIR cases. Once this process becomes available, a row of townhouses may be submitted under one FIR case, and the permitting system will assign a separate FIR permit number to each address after approval.



FPOF Simplified Workflow

Select Third-Party Reviewer → Submit FPOF Application in Momentum & Pay Fee → Fire Application Pre-Screening → ePlan Opens → Applicant Uploads Plans/Documents → Fire Plan Screening → Fire Assigns Third-Party Reviewer → Third-Party Review

If comments are issued: Applicant Revises/Resubmits → Back to Third-Party Review

When Third-Party Review is approved: Fire Completeness Check / Random QC Review

If missing items or QC comments are issued: Applicant / Third-Party Reviewer Addresses Comments → Back to Fire Completeness Check

When approved: Fire Stamps Approved Plans → Approved Documents Moved to ePlan "Approved Set" Folder → FPOF Complete

Note: Before submitting the FPOF application, the applicant must contact a County-certified Third-Party Reviewer and establish an agreement regarding review fees, timeframe, and project requirements.

FPOF permitting process workflow

