



Office of the Fire Marshal City of Baltimore Fire Prevention Bureau



Page 1 of 2

To: Santos Fireprotection, LLC
1916 Crain Highway South Suite 1
Glen Burnie, MD 21061
November 4, 2025

POC: Efrain Gutierrez Santos PH: 443-572-6173 esantos@santosfireprotectionllc.com

From: Michael Kaiser, BCFD/Plans Review

Application: NFPA 13 Sprinkler Modification: Add 1 {105.7.1A} Relocate 8 {105.7.1D} Sprinklers

Address: Verizon
1002 Fleet Street Block/Lot: 1441 007
Baltimore, MD 21202

Floor/Location: 1st Floor

Plan Number: BCCM-25-003509

Report: Michael Kaiser of the Plans and Review section with the Baltimore City Fire Dept Office of the Fire Marshal (BCFD OFM) has completed a review of the plan listed above. Plans that are approved and permitted by the Fire Marshal's Office give authorization for construction. Final approvals are subject to field verification. All current laws, codes and ordinances must be complied with as well as the following.

1. The Contractor must be licensed in the State of Maryland and/or Baltimore City and shall obtain a permit from the Fire Department (410 E. Lexington St.) **prior** to commencing work.
2. The Fire Permit Codes **F105.7.1A, F105.7.1D** total fee is **\$88.00** (check or money order only) and shall be made payable to the "**Director of Finance**".
3. **TO OBTAIN FIRE PERMIT:** Documents {This approval letter, proof of paid housing COM permit, the above listed fee & all your contact information in an envelope} are to either be dropped off or mailed to: Office of The Fire Marshal, Attn: Permits, 410 E Lexington St, Baltimore MD 21202. Permits are not issued on site, please ensure documents have the correct information. Permits will be issued by US mail and may be emailed once processed.
4. If you do NOT receive the FIRE PREVENTION PERMIT w/in 1 week, please call the OFM Administration Captain or the OFM Permit technician at 410-396-5752.
5. All new work shall comply with NFPA 13 ('19) and 2024 Building, Fire, & Related codes of Baltimore City. Verification that the existing system has been maintained as per NFPA 25 will be required.
6. After installation is complete, the system shall be hydrostatically tested in accordance with NFPA 13 2019 Section 28.2 to be witnessed by this agency. No work shall be concealed until all rough-in inspections are made and approved by this agency. (All pipes shall be visible, no cover plates on concealed heads for final inspections).
7. Sprinkler heads that have ANY paint, caulking or drywall compound etc. will be required to be REPLACED. Please verify before calling for final inspection.
8. Ensure identification signs provided for all test drains and control valves where required and a stock of spare sprinkler heads, wrench, and list of sprinklers installed at the property as per NFPA 13. Sprinkler Room shall be provided with Equipment Room Identification Signage.
9. System shall be monitored by a UL Listed monitoring service, and notification of flow as per NFPA 72 and IFC 2021 edition Chapter 9.
10. Shall provide exterior sprinkler waterflow alarms, if not existing (IBC/IFC: 903.4).



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Page 2 of 2
BCCM-25-003509

11. Sprinkler Final inspection shall be coordinated with the Fire Alarm Contractor to verify flow notification and monitoring, if applicable.
12. Field inspection may require alterations and submission of a new application for amended plans to be reviewed and approved.
13. **INSPECTIONS:** THIS LETTER, ALONG WITH THE APPROVED STAMPED CITY OF BALTIMORE DRAWINGS AND THE FIRE PREVENTION PERMIT MUST BE ON SITE FOR INSPECTIONS. FAILURE TO PROVIDE THESE DOCUMENTS AT THE TIME OF INSPECTION WILL RESULT IN A FAILED INSPECTION AND WILL REQUIRE RESCHEDULING AND MAY RESULT IN ADDITIONAL INSPECTION FEES.
14. **Approved plans** can be retrieved by logging onto <https://eplans.baltimorecity.gov/ProjectDox/> (once ALL housing fees are paid-which includes the filing fee and the low voltage permit) Be sure to download the correct set. **The Office of The Fire Marshal DOES NOT issue approved plans. Contact the Dept of Housing Plan Reviewer via e-plans message portal under subject: Mechanical/Plumbing** <http://cels.baltimorehousing.org/permit/PlansCheck.aspx> -
15. **INSPECTION REQUEST:** Once the contractor has obtained the **FIRE PREVENTION PERMIT** and paid all housing permit fees, pre-tested & verified system is compliant. Request a **"FIRE PROTECTION SYSTEMS TEST"** by either:
 - Calling 311 if in Baltimore City or direct dial 443-263-2220
 - Baltimore city 311 mobile app or online: <https://311services.baltimorecity.gov/> (select others – Fire Code Inspection Request)**You Must provide the SIX (6) DIGIT FIRE DEPT PERMIT # that will be located on the top left corner of the Fire Prevention Permit. (DO NOT provide any DHCD COM2025#, Plan2025# or RECORD NO)** You will be contacted within (7) seven working days of request, IF the correct information was provided.
16. **IF THE FIRE PREVENTION PERMIT** Number is not provided for the 311 request it will be cancelled without notification and a new inspection request will be required to be called to 311 with the correct information. The FIRE PREVENTION PERMIT # is on the FIRE PREVENTION PERMIT ONLY.
17. As-built drawings are required to be re-submitted for approval under a separate plan # when system installation is not the same as the approved plans prior to initial inspection.
18. **Review and approval by the fire code official shall not relieve the owner and applicant of the responsibility of compliance with all applicable codes, ordinances, and laws.**

***** Please note that there 3 different fees to be paid for the entire plan review process and are generated in the order listed:

1. The DHCD application filling fee \$150.00 (which was paid online)
2. The FIRE PREVENTION PERMIT Fee (amount varies & cannot be paid online). The amount will be listed on the approval letter. The Fire Prevention Permit is issued by the Baltimore City Fire Dept. Office of The Fire Marshal, located at 410 E Lexington St
3. The DHCD Permit Fee (amount varies, can be paid online, DHCD is located at 417 E Fayette St)

***** **IF THE DHCD PERMIT IS NOT PAID YOU WILL NOT BE ABLE TO DOWNLOAD APPROVED PLANS FROM PROJECTDOX**

The Office of The Fire Marshal DOES NOT issue approved plans. Contact the Dept of Housing Plan Reviewer via e-plans message portal under subject: Mechanical/Plumbing

You may use the message board by signing into the online permits system: <https://dhcd.baltimorecity.gov/pi/e-permits> and click on "Status" and then "Review/Reply" next to: Mechanical/Plumbing

You may also use the link below to check the status, review comments and reply directly to the department/reviewer for your project: <http://cels.baltimorehousing.org/permit/PlansCheck.aspx>

If you need additional assistance obtaining the housing permit or retrieving the approved plans, contact the Dept of Housing Plans and Review Section by phone or email:

Plans: 410-396-3460
Permits: 443-984-1809

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