

## FIRE ALARM PERMIT SUBMITTAL REQUIREMENTS

Effective: July 2007

Page 1 of 3

### A. PERMIT PROCEDURES

1. Permits and submittals are required for **all** fire alarm work, unless the work is *only* relocation of notification appliances in a small area **and** specific permission is granted by the City Fire Marshal to do the work without obtaining a permit.
2. A completed **Fire Protection Systems Permit Application** form must be included with all initial submissions. (Remember to sign the bottom of the 2<sup>nd</sup> page). Indicate if the system is non-required by the building and/or fire codes. **Please include email address of designer** when possible.
3. A minimum of \$75.00 must be included at the time of submission.
4. For revisions to approved plans *that have not yet had final inspections*, submit a *copy* of the original permit and, if possible, a copy of the original approved plans. (A new application is not required.)
5. The contractor listed on the permit application will be called with the result of the review as follows:
  - a. Approved plans with the comments and permit attached and ready to pick up, **or**
  - b. At the discretion of the reviewer, the submittal may be suspended or disapproved, and a verbal, written, or emailed list of corrections will be provided to the applicant, who is then responsible for submitting the required revisions/corrections.

### B. GENERAL SUBMITTAL REQUIREMENTS

1. Number of sets of plans and specifications: the number of sets the applicant desires returned, *plus* one (1) for our retention. (For example, if two approved sets are desired, submit three sets.)
2. Shop drawings must be original prints *with no handwritten changes after printing*.
3. Drawings must be *stapled into sets and folded*.
4. For modifications or additions to existing systems, the plans must show enough of the existing system and the specifications of the existing equipment must be provided in sufficient detail to enable complete review and to verify compatibility of all equipment.
5. For continuations of large projects or revisions, a copy of the original reviewed plans should be included with the submittal whenever possible.
6. Submittal for fire alarm permit does **not** have to wait until issuance of the building construction permit, and a copy of the building permit is **not** required with the fire alarm submittal.

## FIRE ALARM PERMIT SUBMITTAL REQUIREMENTS

Page 2 of 3

### C. INFORMATION REQUIRED ON DRAWINGS

#### 1. Architectural

- a. Occupancy (intended use) of all rooms and areas.
- b. Location of all partitions.
- c. Ceiling height and height of walls or “systems furniture” partitions that are not full height.
- d. Mounting heights of pull stations and visual devices.
- e. Candela ratings of strobes.
- f. Ratings of any fire walls, partitions, doors, and associated detection.
- g. Smoke partitions, doors, duct penetrations, and associated detection.

#### 2. General

- a. Project name and address(es). (Include all addresses if scope of work covers multiple addresses.)
- b. Project owner’s name and address including zip code. (Tenant for tenant work; building owner for shell work.)
- c. Building construction permit number. (If available.)
- d. **Fire Alarm Contractor** name, address, telephone number, **and contact person**.
- e. Symbol & abbreviation key.
- f. Minimum scale for floor plans is 1/8” per ft.
- g. For areas with more than one (1) notification appliance circuit, provide a wiring diagram or notations at each appliance indicating to which circuit each device will be attached.
- h. For high air flow spaces, indicate air flow and smoke detector spacing reduction.
- i. For multiple zoned detection, show spacing reduction required (after air flow reduction above).
- j. Show required detection at control panels and/or extender panels.
- k. If the drawings include devices that are not part of the fire alarm, it is preferred that the fire alarm devices be highlighted.
- l. For submittals involving work on a portion of any plan (such as tenant work or partial revisions), the area of work must be clearly defined. Any areas shown that are not within the scope of work must be crossed off or otherwise clearly delineated as outside the area of work.

### D. EQUIPMENT

1. Include manufacturer’s specifications (catalog cuts) for all equipment to be used.
2. For system additions, submit existing equipment catalog cuts for coordination and to enable verification of compatibility.
3. Annotate all catalog cuts to show exacts model(s) to be used.
4. Include system devices provided by others such as sprinkler waterflow detectors, duct detectors, door hold-open devices, door locking devices, etc.

## FIRE ALARM PERMIT SUBMITTAL REQUIREMENTS

Page 3 of 3

### E. WIRING DIAGRAM

1. Must be a point-to-point diagram showing all the terminal connections at devices and panel(s).
2. Typical circuits and devices may be shown once.

### F. RISER DIAGRAM

1. Show all devices and panels.
2. Give all wire counts.

### G. SEQUENCE OF OPERATIONS

1. For all initiating devices, show all system outputs such as audible & visual devices, annunciation, door & damper closure, AHU shutdown, door unlocking, smoke control system activation, sprinkler system activation, etc.
2. For high-rise systems, this must be in matrix form.

### H. BATTERY CALCULATIONS

1. Show all devices and current draw for each device and total current draw.
2. Provide the required alarm & supervisory time.
3. Indicate required battery capacity.

### I. CIRCUIT CALCULATIONS

1. Show all devices and current draw.
2. Must meet circuit amperage rating of control panel or expander panel (as applicable).