

## Fire Alarm Submittal Checklist

The following Fire Alarm Submittal Checklist is required information for fire alarm permit review. Use of this form does not guarantee that plans will be accepted on the first submittal, but will aid in reducing the number of resubmittals required due to lack of information or conflicting information being provided. **This checklist should not be considered to be all inclusive. Additional information may be required. Use of this checklist will not eliminate the requirement for a good knowledge and understanding of NFPA 72, National Fire Alarm Code, and/or NFPA 70, National Electrical Code.**

For issuance of the fire alarm permit and prior to fire alarm concealment inspections, the following information and/or forms shall be provided:

- Mail-in permit forms (if used) are correct and complete. All addresses, license data, etc. correct.
- Include payment for permit fees.
- Three (3) sets of plans showing the following items are attached:
  - Candela intensities of all strobe devices
  - Unique device numbers for all devices (horns, strobes, pull stations, smoke detectors, etc.)
  - Proposed point to point wiring and proposed location of junction boxes.
  - Symbol legend showing the meaning of all symbols used.
  - Plans drawn to an approved scale or showing all dimensions.
  - Occupancy labels provided on all rooms.
  - Plans neat and professionally drawn.
  - Plans show the location of all devices. (initiating, notification, power supplies & panels, etc.)
  - Strobe locations in accordance with NFPA 72, 7.5.4.3.1(a) or (b).
  - Strobes provided in all common use areas (As identified in Bulletin #2 for Visual Alarms as provided by the U.S. Architectural and Transportation Barriers Compliance Board.)
  - Plans signed and sealed by an engineer if system cost is more than \$5,000.00. Copy of signed contract attached to fire alarm layout plans if system cost is \$5,000.00 or less.

Three (3) sets of the following information shall be provided at least 10 working days prior to the scheduling of the fire alarm final inspection:

- Fire alarm riser diagram showing the circuit arrangement of all devices (identified by device number).
- Provide battery calculations for all control panels, power extender panels, dialers, etc.
  - Use manufacturer's forms for calculations when available.
  - Check calculations to insure that all devices are accounted for.
  - Check calculations against data sheets to insure that all device values are correct.
  - Check calculations to insure that math is correct.
  - Check calculations to insure that circuits or panels are not overloaded or extenders required.
- Provide submittal data for all devices to be installed.
  - Initiation Devices (pull stations, smoke detectors, waterflow switches, etc.)
  - Notification Appliances (Horns, Strobes, Horn/Strobes, Speakers, etc.)
  - Control panels (FACP's, Communicators, power extender panels, etc.)
  - Other devices or components

I attest that the information noted above has been provided for review and approval and take full responsibility for it's content.

\_\_\_\_\_  
Signature of contractor or contractor's representative

\_\_\_\_\_  
Date