Fire Alarm
Permit Application Checklist

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 07/27/15

All of the following information is required and must be submitted. Checking off each item as you [illegible] application package will ensure your package is complete and will help to expedite the permitting process.

Complete and submit the following

- [ ] Design complies with City Code Ch. 10 and Fire Department Regulations Ch 5: _____
- [x] Life Safety Code Occupancy Classification: Apartment Building
- [ ] A formal code analysis may be required depending on the complexity of the property: _____
- [x] Is the top occupiable floor of the building greater than 75 ft. above the lowest level of fire department access (high-rise)? NO
- [x] Is this new work or a renovation to an existing system? New
- [x] Name of company providing programming and certification of system Protection Proffessionals (see http://www.portlandmaine.gov/fireprevention/firealarmcompanies.asp for approved companies):
- [ ] Vectored pdf plans and documents included
- [ ] Accurate scalable floor plan(s)
- [ ] Reflected ceiling or electrical plans are not acceptable. The plans shall be represent only the fire alarm system
- [ ] Each plan shall have a graphic scale
- [ ] Each plan shall have a 3 in. x 3 in. space reserved in the top right hand corner for city approval stamp
- [ ] Each plan shall have FA and a sheet number and a descriptive tile on it
- [ ] Each sheet shall be saved as a separate file and named the sheet number and title (ex. *FA-01 First Floor*, *FA-04 Wiring Diagram*, etc.)
- [ ] In order to review revisions to previously submitted plans, each revision shall have the same file name as the previous version
- [ ] Each document shall be a separate file with a descriptive file name
- [ ] An example of one document and file is a four page data sheet for one smoke detector
- [ ] Designer qualifications (copy of NICET IV certificate or stamped plans and documents)
- [ ] Scope of work
- [ ] Wiring diagram(s)
- [ ] Annunciator details
- [ ] Operations matrix

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