



Permitting and Inspections Department
Michael A. Russell, MS, Director

FIRE ALARM

Permit Application & Checklist

A permit is required for fire alarms. The following application and checklist must be completed in full in order for a permit application to be reviewed. Applications shall be submitted electronically. Each drawing sheet and document shall be submitted as a separate file with a descriptive file name (revisions to previously submitted plans shall have the same file name as the previous version).

Application Checklist:

- ✓ **Vectored PDF plans, including the following:**
 - Accurate, scalable floor plan(s)
 - Graphic scale
 - Each plan shall have a 3 inch by 3 inch space reserved in the top right corner for city approval stamp
 - Each plan shall have "FA", sheet number and a descriptive title, with each sheet saved as a separate file
 - Wiring diagram(s)
 - Annunciator details
 - Operations matrix
 - Designer qualifications (copy of NICET IV certificate or stamped plans and documents)
 - Battery and voltage calculations
- ✓ **Scope of Work**
- ✓ **Equipment data sheets**
- ✓ **Electrical Permit**

All fire alarm permits are subject to the following:

- Design shall comply with City Code Ch. 10 and Fire Department Regulations Ch. 5
- A formal code analysis may be required depending on the complexity of the property
- Reflected ceiling or electrical plans are not acceptable. Plans shall represent only the fire alarm system.

Separate permits are required for internal and external plumbing and electrical installations. For questions on Fire Department requirements, call the Fire Prevention Officer at (207) 874-8405.