Fire Alarm
Permit Application Checklist

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

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

Date: 10/16/14

Complete and submit the following

- ☐ Design complies with City Code Ch. 10 and Fire Department Regulations Ch 5: _____
- ☐ Life Safety Code Occupancy Classification: School
- ☐ A formal code analysis may be required depending on the complexity of the property: _____
- ☐ Is the top occupiable floor of the building greater than 75 ft. above the lowest level of fire department access (high-rise)? _____
- ☐ Is this new work or a renovation to an existing system? AES ONLY
- ☐ Name of company providing programming and certification of system Protection Professionals (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 – AES
- ☐ Wiring diagram(s)
- ☐ Annunciator details
- ☐ Operations matrix

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