



# Fire Alarm Permit

If you or the property owner owes real estate or property taxes or user charges on any property within the city, payment arrangements must be made before permits of any kind are accepted.

Installation address: 400 Congress St. CBL: \_\_\_\_\_

Exact location: (within structure) 4th floor renovations (Kepware)

Type of occupancy(s) (NFPA & ICC): business

Building owner: A&M Partners

System Designer (point of contact): Must be David Gagnon--Norris Inc.

Designer phone: 207-883-3473 x1115 E-mail: daveg@norrisinc.com

Installing contractor: Norris Inc. Certificate of Fitness No: 1008

Contractor phone: 207-883-3473 x1104 E-mail: melissap@norrisinc.com

This is a new application: YES  NO  New AES Master Box: YES  NO   
(Include Master Box approval form)

Amendment to an existing permit: YES  NO  Permit no: \_\_\_\_\_

The following documents **shall** be provided with this application:

- Floor plans
- Wiring diagram
- Annunciator details
- Input/ Output Matrix
- Equipment data sheets
- Electrical Permit Pulled (check alarm/com)
- Scope of Work
- 11 ½ x 17s
- pdf copy (may be e-mailed)
- Designer qualifications
- Battery/ voltage drop calcs

COST OF WORK: \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_  
(\$10 PER \$1,000 + \$30 FOR THE FIRST \$1,000)

Master box approval only: YES  NO   
(If yes check *New AES Master Box* above)

The **designer** shall be the responsible party for this application. Download a new copy of this application at [www.portlandmaine.gov/fire](http://www.portlandmaine.gov/fire) for every submittal. Submit all plans in electronic PDF in **addition** to readable 11 ½ x 17s to the Building Inspections Department, 389 Congress Street, Room 315, Portland, Maine 04101.

Prior to acceptance of any fire alarm system, a complete commissioning and acceptance test must be coordinated with all fire system contractors and the Fire Department, and proper documentation of such test(s) provided.

All installation(s) must comply with the *City of Portland Technical Standard for Signaling Systems for the Protection of Life and Property*, available at [www.portlandmaine.gov/fire](http://www.portlandmaine.gov/fire).

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_