



Fire Alarm Permit Application Checklist

All of the following items are required and are to be checked off by the applicant. If an item is not checked off, the applicant will not be able to schedule a permit. Once all items are checked off, the applicant will be able to schedule a permit.

Complete and submit the following

- Design complies with City Code Ch. 10 and Fire Department Regulations Ch 5: reno only
- Life Safety Code Occupancy Classification: Business
- 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)? No
- Is this new work or a renovation to an existing system? Reno
- Name of company providing programming and certification of system: Norris Inc.
(see <http://www.portlandmaine.gov/fireprevention/firealarmcompanies.asp> for approved companies)
- Vectors pdf plans and documents included
- Accurate scalable floor plan(s)
- Reflected ceiling or electrical plans are not acceptable. The plans shall 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 title 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 N/A
- Operations matrix