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

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 09/18/17

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.

*For a list of approved fire alarm companies, see www.portlandmaine.gov/1486/Approved-Fire-Alarm-Companies

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Fire Alarm Permit Application

Construction Address: 1945 Congress St

Total Square Footage of Proposed Structure: 10,152

Tax Assessor's Chart, Block & Lot
Chart# Block# Lot#

Cost of Work: $ 14,658

Applicant Name: ALL Fire Protection & Security Systems
Address: 14 Maine St Box 70 Suite 216C
Phone: 207-406-4840
Email: Sales@allfireprotectionme.com

Lessee/Owner Name (if different): ELKS Lodge
Address: 1945 Congress St Portland ME 04102
Phone:
Email:

Contractor Name (if different):
Address:
Phone:
Email:

Current use (i.e. single family): Lodge-commercial
If vacant, what was the previous use?
Proposed specific use: a members club
Is property part of a subdivision? If yes, name: no
Project description: Install new addressable fire alarm system with Voice Evac
Life Safety Code Occupancy Classification:
Is this new work or a renovation to an existing system? new System
Is the top occupiable floor of the building greater than 75 feet above the lowest level of Fire Department access (high-rise)? no
Name of company providing programming and certification of system*: ALL Fire Protection & Security Systems
Electrical permit #:

Will a master box be installed? ○ Yes ◉ No **If yes, complete all items for approval):**
AES approved installing contractor:
Documentation of AES approval:
Property Owner:
Property Owner Billing Address:
Property common name:
E-911 address for protected premises:
Emergency contact phone: Additional emergency contact phone:
Number of stories protected: 1
Is the building protected by a supervised, automatic sprinkler system? ◉ Yes ○ No

Name of person to contact when the permit is ready: Brian Lafrance
Address: 14 Maine St Box 70 Suite 216C
City, State & Zip: Brunswick ME 04011
Email Address: sales@allfireprotectionme.com **Phone:** 207-406-4840

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Requirements for Electronic Submissions

In order to ensure a timely review of the application, please read and follow the requirements below for all electronic submissions:

- **Drawings sheets shall be submitted individually-- each PDF file shall contain no more than one drawing sheet.** Only PDF files are acceptable for plan review, and each file shall not exceed 5MB in size.

- **Drawing files shall be named based on the drawing sheet number and name.** It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).

- **Revised file submissions must use the exact same file name as originally submitted.** The Electronic Plan Review software will recognize this submission as Version 2.
- **Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type** (e.g., "Deed", "Stormwater Report", "Permit Application", etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.

- **A graphic scale or a scale to reference shall be included on each drawing sheet.**

- **Plans prepared by a design professional shall include a Code Analysis sheet**, referencing the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 – Fire Prevention and Protection, which includes NFPA 1, Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at: http://www.portlandmaine.gov/citycode/chapter010.pdf.

- **Files shall be submitted via email to permitting@portlandmaine.gov. The email subject line shall include the project address and type of permit.** Multiple emails may be sent for one project if the files exceed the maximum file size.

- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**

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Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: portlandmaine.gov/payyourpermit
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

City of Portland
Permitting and Inspections Department
389 Congress Street, Room 315
Portland, Maine 04101

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature: Brian Lafrance Digitally signed by Brian Lafrance Date: 2017.08.02 05:51:26 -04'00' Date: 07/31/2017

I have provided electronic copies and sent them on: Date: 07/31/2017

NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.gov or with a thumb drive to the office.

If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.