Fire Alarm
Permit Application Checklist

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 06/30/15

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

Complete and submit the following

- ■ Design complies with City Code Ch. 10 and Fire Department Regulations Ch 5: Yes
- ■ Life Safety Code Occupancy Classification: Medical Building
- ■ 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. System add
- ■ Name of company providing programming and certification of system SimplexGrinnell (see http://www.portlandmaine.gov/fireprevention/firealarmcompanies.asp for approved companies):
- ■ Vectored pdf plans and documents included Yes
- ■ Accurate scalable floor plan(s) Yes
- ■ Reflected ceiling or electrical plans are not acceptable. The plans shall be represent only the fire alarm system Yes
- ■ Each plan shall have a graphic scale Yes
- ■ 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 Yes
- ■ 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.) Yes
- □ 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 Yes
- ■ 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 Included
- ■ Wiring diagram(s) Yes
- □ Annunciator details None needed
- ■ Operations matrix In drawing package

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