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 y application package will ensure your package is complete and will help to expedite the permitting process. Date: 09/25/14

Complete and submit the following

- [x] Design complies with City Code Ch. 10 and Fire Department Regulations Ch 5: Yes
- [✓] Life Safety Code Occupancy Classification: Chapter 12
- [✓] A formal code analysis may be required depending on the complexity of the property: No
- [✓] 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? New
- [✓] Name of company providing programming and certification of system Northeast Security Systems (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
- [✓] Wiring diagram(s)
- [✓] Annunciator details
- [✓] Operations matrix

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- [x] Battery and voltage calculations
- [x] Equipment data sheets
- [x] A city electrical permit has been pulled

Master Box Approval (complete all items for approval)

- [x] Is this check list applicable?
- [x] Will a master box be installed? No
- [x] AES approved installing contractor? Yes
- [x] Documentation of AES approval: Yes
- [x] Property Owner? Scott Howard
- [ ] Property Owner Billing Address? _____
- [x] Property common name: EVO Rock & Fitness
- [x] E-911 Address for protected premises: 65 Warren Ave Portland 04103
- [x] Life Safety Code Occupancy Classification: Chapter 12
- [x] Emergency contact name: Scott Howard
- [x] Emergency contact phone: (207) 329 - 2940
- [x] Additional emergency contact phone: (603) 499 - 1239 (hillary harris)
- [x] Number of stories protected? 2
- [x] Number of square feet of structure protected? 9600
- [x] Is the building protected by a supervised, automatic sprinkler system? Yes

* See Applicant Submittal Requirements for Electronic Plan Review.

Separate permits are required for internal and external plumbing, & electrical installations. For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405. Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

This is not a Permit; you may not commence any work until the Permit is issued.

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