



# 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 you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

Date: 07/27/15

**Complete and submit the following**

- Design complies with City Code Ch. 10 and Fire Department Regulations Ch 5: \_\_\_\_\_
- Life Safety Code Occupancy Classification: Mixed Use / Non-separated (B and S-2) Already provided within the separate building permit submission package.
- 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? Yes
- Name of company providing programming and certification of system Norris Inc.  
(see <http://www.portlandmaine.gov/fireprevention/firealarmcompanies.asp> for approved companies):
- Vectored pdf plans and documents included
- Accurate scalable floor plan(s) Yes \_\_\_\_\_
- Reflected ceiling or electrical plans are not acceptable. The plans shall be represent only the fire alarm system Done.
- Each plan shall have a graphic scale Done.
- Each plan shall have a 3 in. x 3 in. space reserved in the top right hand corner for city approval stamp Done.
- Each plan shall have FA and a sheet number and a descriptive tile on it Done.
- 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.) Done.
- In order to review revisions to previously submitted plans, each revision shall have the same file name as the previous version N/A at this point in time.
- Each document shall be a separate file with a descriptive file name Done.
- An example of one document and file is a four page data sheet for one smoke detector Included
- Designer qualifications (copy of NICET IV certificate or stamped plans and documents) Included
- Scope of work Can be found within the documentation.
- Wiring diagram(s) Included
- Annunciator details N/A
- Operations matrix N/A