



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

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

389 Congress Street, Room 315/Portland Maine 04101/www.portlandmaine.gov/tel: 207-874-8703/fax: 207-874-8716



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Fire Alarm Permit Application

Construction Address: 830 OCEAN AVE PORTLAND, ME 04103		802 Ocean Avenue	
Total Square Footage of Proposed Structure:		137,038	
Tax Assessor's Chart, Block & Lot		Applicant Name: CHARLIE BIRCHALL	
Chart#	Block#	Lot#	Address:
411	A007 001	A006, A007, A021	142 MAIN ST UNIT B SALEM NH, 03079
Cost of Work: \$ 80,000		Phone: 978-604-3032	
		Email: CHARLIE@BIRCHALLCONSTRUCTION.COM	
Lessee/Owner Name (if different):		Contractor Name (if different):	
Portland HRG Retirement Residence LLC		CHARLIE BIRCHALL	
Address: 830 Ocean Ave., Portland, ME 04103		Address: 142 MAIN ST UNIT B SALEM NH, 03079	
Phone: 207-536-7233		Phone: 978-604-3032	
Email: clewis@colson-colson.com		Email: charlie@birchallconstruction.com	
Current use (i.e. single family): UNUSED LAND			
If vacant, what was the previous use? UNUSED LAND			
Proposed specific use:			
Is property part of a subdivision? If yes, name: NO			
Project description: INDEPENDENT LIVING			
Life Safety Code Occupancy Classification: I-1, A-2A-3,B			
Is this new work or a renovation to an existing system? NEW WORK			
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*: BIRCHALL ELECTRIC			
Electrical permit #: 2016-06500			
Will a master box be installed? <input type="radio"/> Yes <input checked="" type="radio"/> 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:			
Is the building protected by a supervised, automatic sprinkler system? <input type="radio"/> Yes <input type="radio"/> No			
Name of person to contact when the permit is ready: CHARLIE BIRCHALL			
Address: 142 MAIN ST UNIT B			
City, State & Zip: SALEM NH 03079			
Email Address: charlie@birchallconstruction.com		Phone: 978-604-3032	

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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: _____

Date: _____

6-30-17

I have provided electronic copies and sent them on: _____

Date: 6/30/2017

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.