



# Fire Alarm System Permit Application



<b>OFFICE USE ONLY</b>	
<b>Permit#:</b> _____	<b>Issue Date:</b> _____

- Applications for new systems or modifications to existing buildings and/or systems must fill out the entire application.
- Fire Alarm System renewal applications need only fill out the information marked with “★” and provide their name, signature, and date.

## Property Information

Referenced Building Permit Number (when applicable): \_\_\_\_\_

Permit Address: \_\_\_\_\_

Name of Business/Organization: \_\_\_\_\_

Billing Address (if different from permit address): \_\_\_\_\_

Owner/Responsible Party: Owner/Responsible Party Address: \_\_\_\_\_

Owner/Responsible Party State / Drivers License #: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## Alarm System Type ★

Manual    Automatic Smoke & Fire Detection    Manual & Automatic Detection    Addressable System

## Alarm System Supervision & Fire Department Notification ★

Central Station    Remote Station    Proprietary System    Auxiliary System Other: \_\_\_\_\_

Monitoring Company: \_\_\_\_\_

Monitoring Company Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

After hours Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

## Fire Alarm System Permit Application Designer / Contractor Information

Installation Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Designer/Engineer: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_





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## Permit Requirements

This permit application is for fire alarm systems. A permit is required for installation of new systems and for any modification of existing systems. A separate permit shall be obtained for each extinguishing system.

The Applicant shall be responsible to ensure that design specifications and plans are complete and in compliance with the requirements of the International Fire Code and applicable Standards. (IFC Chapter 9)

## Additional Permits May Be Required

Connection of fire alarm systems to fire sprinkler systems requires a separate Fire Sprinkler Permit Application.

## Conditions of Permit Approval

Fire Alarm Systems shall comply with the International Fire Code and NFPA. If other types of systems are approved by the Fire Marshal, design and installation shall be in accordance with the applicable NFPA standard.

Final approval of this permit shall be contingent upon satisfactory inspection and witnessing of testing by the Fire Inspector and approval of the following documentation, to be provided to the Fire inspector at the time of the final inspection:

- a. Two copies of the Specifications
- b. Two copies of the "As-built" plans
- c. Two copies of the manufacturer's listed installation and maintenance manual or listed owner's manual.
- d. Two copies of the Certification that the Installation is in agreement with the terms of the listing and the manufacturer's instructions and/or approved design.

The Fire Inspector will retain one copy of each of the above items and one copy shall be provided to the owner to be kept on-site for future reference.



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## Required Plan Specifications

- a. State that the installation conforms to NFPA
- b. Indicate that only equipment that is referenced in the manufacturer's listed installation and maintenance manual or alternate suppliers' components that are listed for use with the specific extinguishing system shall be used.
- c. Include the specific tests that are required
- d. As installed plans shall be drawn to an indicated scale or be suitably dimensioned and shall be reproducible. The plans shall contain sufficient detail to enable the authority having jurisdiction to evaluate the protection of the hazard(s).
- e. The details of the system shall include the Make and model of the system and components, the size, length, and arrangement of connected piping and the description and location of nozzles/heads.
- f. Information shall be included pertaining to the location and function of detection devices, operating devices, auxiliary equipment, and electrical circuitry, if used.

## Installation Requirements

- a. Installation of systems shall be performed only by persons properly trained and qualified to install the specific system being provided.
- b. The installer shall provide certification to the authority having jurisdiction that the installation is in agreement with the terms of the listing and the manufacturer's instructions and/or approved design.
- c. The operation of an automatic fire suppression system installed within a building protected by a fire alarm system (including a fire sprinkler monitoring system), shall cause an alarm signal at the fire alarm control unit.

## Approval of Installation

- a. The completed system shall be tested as required by the manufacturer's listed installation and maintenance manual. The tests shall determine that the system has been properly installed and will function as intended. *Tests shall be witnessed by the Fire Inspector.*
- b. The approval test shall include an Inspector's discharge test and functional tests of all devices.
- c. The owner shall be provided with a copy of the manufacturer's listed installation and maintenance manual or listed owner's manual.
- d. The installer shall provide certification to the authority having jurisdiction that the installation is in agreement with the terms of the listing and the manufacturer's listed installation instructions and/or approved design and in accordance with the approved plans.