



Fire Alarm Submittal Checklist

This checklist must be completed and submitted along with an Application for Fire Systems Plan Review and Permit (FP103)

- The contractor doing the work must be the applicant taking out the permit.
- Copy of New York State Fire Alarm Installers License.
- A Designer of Record –Architect/ Electrical Engineer / Fire Protection Engineer or person possessing a minimum of a NICET Level III or
- Factory trained individual and certified in fire alarm system design, must oversee the design and sign each sheet or page of a submittal, and the submittal checklist. (NFPA 72 - A-1.5.1.3 – 2016 Edition)

The purpose of the fire alarm permit is to ensure the system's compliance with the Building and Fire Code of the State of New York. An approval from the Office of the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with the applicable codes or ordinances relating to the construction project.

A completed permit application form submitted in person to the Office of the Fire Marshal - Town of Henrietta - 475 Calkins Road Henrietta, New York 14467 between the business hours of 9 a.m. and 5 p.m.

If plan has been approved, the Office of the Fire Marshal will notify by telephone, the supplied contact from the Application for Plan review and Permit. Inspections may be arranged by calling (585) 359-7065 between 9:00 a.m. - 5:00 p.m. Monday - Friday.

The permit will remain valid for (1) one year from the date of issue or after a final acceptance test with a completed Certificate of Compliance.

- Specifications shall include two (2) copies of manufacturers specification sheets on all equipment to be used. Items used shall be clearly marked to indicate the specific model of equipment used. (FCNYS 907.1.1)
- Three (3) complete sets of plans.

**NOTE: When documents are submitted and approved for permit one copy is retained on file and becomes part of the Office of the Fire Marshal's official records (the "Office Copy"). The second set is stamped and signed and returned to the contractor with the permit. This set is called the "Job Copy". The Office of the Fire Marshal requires that the "Job Copy" of the documents be at the site during the installation and final acceptance testing. This is required so that the inspector in the field can verify that the system is being installed in conformance with the approved plans. Other sets of working plans, which have not been stamped and signed by our fire inspector, will not meet this requirement, as there are often multiple versions of construction documents.*

Contractors often indicate that they do not wish to leave their only "approved" copy of the plans at the site, as they desire to retain these for their records. To resolve this issue Contractors may submit an additional third set of documents. We will be happy to stamp and sign an additional set, and return two sets to you for your use. Please attach a note to your submittal package requesting the return of the additional set after review.

- Battery Calculations. (FCNYS 907.1.1)
- Voltage Drop Calculations. (FCNYS 907.1.1)

Calculations shall include battery calculations, which shall follow an approved format. An example is available upon request. A battery calculation shall include a listing of the current used by any and all energy consuming devices or equipment, each device powered by the batteries for both standby and alarm mode, and the current rating of the power supply. 30% shall be added under "standby" and "alarm" modes for battery depletion buffer. Voltage drop calculations shall be attached to the battery calculation form. This is required for both new and remodeled systems. Voltage drop calculations shall also identify (for the acceptance test) the acceptable minimum end of line voltage for the specific equipment used.

- Plans shall be on standard 24" to 30" by 36" to 42" paper and shall be clearly legible regarding all pertinent information.

- The cover sheet of the plan submittal shall include: (NFPA 72 A-1.5.5.2.1 – 2016 Edition)
 - The name, telephone number
 - The job address; Address of the protected premise
 - The job site phone number;
 - The name of the tenant;
 - The name and phone number of the building owner;
 - The name, address, and phone number of the approved monitoring company; and areas of coverage.
 - The name, address, and phone number of the general contractor for the project.
- Include an accurate, dimensioned, floor plan to scale (1/8"=1') with a north arrow on each sheet. (FCNYS 907.1.1)
- Plans shall include a labeled site plan of no smaller than 1": 50' scale.
- If the work is a fire alarm system modification the area of work shall be indicated by cross-hatching or shading on the site plan.
 - If base plans are used that have additional but unnecessary information, then the additional information shall be deleted or shall not be copied at greater than half tone.
- Clearly identify the use for all areas shown. At a minimum all areas of work and all adjacent areas shall be shown and labeled. Identify clearly any hazardous areas or uses.
- The following items identified in NFPA 72 A-1-5.5.2.1:
 - Type of building construction and occupancy;
 - Description of the type of alarm system;
 - Types of devices and appliances provided in the system;
 - Description of the coverage area;
 - Other applicable codes, standards and other design criteria to which the system is required to comply with are indicated on the plans.
 - Locations of alarm-imitating and notification appliances with specified candela shown on plans.
 - New systems shall indicate the location of the FACP and Sprinkler Riser Room where applicable. (NFPA 72 A-1.5.5.2.1 – 2016 Edition)
 - Include a riser diagram.
 - Exterior elevations shall indicate the location of exterior bell/strobe units and/or annunciators.
 - Fire department response point(s) and annunciator location(s)
 - Authority having jurisdiction
- For new systems or panel upgrades a copy of the owner's manual, including all items identified in NFPA 72 1-6.2.2 shall also be submitted:
 - A detailed narrative description of the system inputs, evacuation signaling, ancillary functions, annunciation, intended sequence of operations, expansion capability, application considerations, and limitations;
 - Operator instructions for basic system operations, including interpretation of system outputs, operation of manual evacuation signaling and ancillary controls, and use of drill functions if applicable; and
 - A detailed description of routine maintenance and testing as required, and recommended, and as provided under the maintenance contract, including testing and maintenance instructions for each type of device installed. This information shall include:
 - A listing of the individual components that require periodic testing and maintenance;
 - Step-by-step instructions detailing the requisite testing and maintenance procedures, and the intervals at which these procedures shall be performed, for each type of device installed; and
- Interior cross-sections shall show typical areas, concealed spaces or unusual construction characteristics. Identify if combustible or non combustible.
- Show details of structural and/or mechanical elements, which might affect spacing requirements (including any obstruction over 80" A.F. F.)(FCNYS 907.1.2)
- Include a wiring diagram (per floor) overlaid on the floor plan:
 - The wiring type, size, and number of conductors shall be noted clearly, and identified where changes occur;
 - The location of all power supplies and shut offs shall be shown;
 - Differentiate between new and existing; and
 - All fire sprinkler switches, and alarm or supervisory devices shall be shown.

- Location of each and every system component shall be identified using an appropriate symbol as described with a key on each sheet of the plans that show such components. *A recommended symbol key is available upon request.* Non-standard symbols may cause delay in review or inspection. (FCNYS 907.1.1.2)
- All system components shall be identified on a component schedule identifying:
 - The amount of material or number of devices to be installed;
 - The temperature rating and power demands (if applicable);
 - Manufacturers name; and
 - Model number of each type of device, equipment, or material.
- Provide a plan view schematic for each floor, showing all zones (including existing zones shown on an existing control panel, if applicable). All zones must be labeled with a unique and individual letter or number, and identified clearly as to their respective areas of coverage.

All plan sheets shall be provided with an Information/Signature Block that contains all the following:

- The heading "Designer of Record" [in 20-22 pt. bold, and easily readable font];
 - The name and title of the Designer [in 14 — 16 pt., easily readable font];
 - The name of the company for whom the Designer works (if applicable) [in 14 — 16 pt., easily readable font];
 - The Designer's mailing address, contact telephone number, and fax number. [In 14 — 16 pt., easily readable font];
 - An original signature (within the block or stamp), on each plan sheet submitted; and a 3" x 4" space labeled for "Fire Marshal Use Only".
- Note on the face of the plans the ambient temperature range for the various spaces identified in the plans. (NFPA 72 – 2-3.6.1.1)
 - Note on the face of the plans the ambient noise range for all the various spaces identified in the plans and the justification (i.e., national standard or previous test) for this ambient level. Also indicate the minimum audibility level (dBA) to be used for the acceptance test. (NFPA 72 – Table A-4-3.2 – 2016 Edition)
 - Note on the face of the plans the contractually responsible parties for the following:
 - Monitoring, retransmission of signals, associated record keeping, & reporting of signals; (FCNYS 907.15)
 - Installation; (NFPA 72 – 1.5.1.4 - 2016 Edition)
 - Testing and Maintenance; and (FCNYS – 907.8)
 - Calculations shall be included with plans that document showing deviations from listed spacing, such as reductions for ceiling height or airflow, corridor spacing, or similar; or when otherwise called for in NFPA 72 – Chapter 2 – 2016 Edition.
 - A record of completion shall be prepared, as detailed in NFPA 72 Figure 1-6.2.1, the Office of the Fire Marshal shall witness a final acceptance test and with a successful final acceptance a copy shall be submitted for the public record.

Incomplete submittals may be subject to delay in recording, or review; or to rejection.

I VERIFY THAT I DESIGNED OR DIRECTLY SUPERVISED THE DESIGN OF THIS ALARM SUBMITTAL AND I VERIFY THAT SUBMITTAL REQUIREMENTS ARE ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

Designer of Record Name: _____

Designer of Record Signature: _____