All fire alarm system plan submittals must include this Fire Alarm System Plan Submittal Checklist.

PLAN APPROVAL - No work shall be performed until plans are reviewed and approved.

By providing all the information requested in this checklist and any other requested information pertinent to your project, you are assuring the quickest possible turnaround time for plan review. It is the responsibility of the designer/installer of record to assure all applicable code requirements are satisfied. The current adopted edition of the International Fire Code and the International Building Code, with local and state amendments, together with the adopted edition of NFPA 72 – The National Fire Alarm Code shall be the primary, but not all inclusive, resource documents for code requirements, design and installation standards. Additional requirements applicable to a specific jurisdiction may also apply.

SUBMITTAL REQUIREMENTS

Unless otherwise noted, provide three sets or copies of each. Faxes are not accepted for original submittals.

At a minimum, application submittal packages shall include the following:

- Completed Permit Application Form 200 with Original Signature.
- Completed Submittal Checklist.
- Proof of current license issued by the State of Washington. (1 copy)
- Vicinity Map
  A vicinity map showing the site address and location, nearest cross street and nearby buildings – for multi-building properties or suites in a building.

- Original Design and Installation Drawings:
  - Minimum size of 24” x 36”
  - Drawn to an indicated scale (1/8” = 1’- 0” minimum)
  - Containing the job title, site address and designer’s name, address, phone and fax numbers.
  - Include the edition of NFPA 72 to which the system is designed and installed to.
  - Clearly indicate the use and / or function of all rooms and areas.
  - Show the location of all alarm-initiating, control, notification, annunciator or trouble signaling devices or equipment, device addresses.
  - Show ceiling height, type of construction (Example: beams, joists, ceiling slope, drop ceiling, refer to NFPA 72 section 3.3.31 and 3.3.33) and elevations as needed to clearly indicate construction features.
  - Show power connections – high and low voltage if applicable
  - Provided a wiring diagram including point-to-point connections for all equipment (Do not include reflected ceiling, HVAC, or lighting on fire alarm plans.)
  - Provide a legend clearly identifying all device symbols (NFPA 170 symbols are preferred.)
  - Provide conductor types and sizes, including circuit class and style.
  - Provide a complete list of points for addressable systems, and detection, evacuation signaling, annunciator zones.

- Cut sheets or other necessary information for all devices and equipment:
  - Device manufacturer, model number, operational requirements and limitations, listing information (per UL 864) shall be clearly identifiable or hi-lighted for sheets containing multiple devices.
  - Listed compatibility with existing equipment (if applicable) shall be indicated.
☐ **System Calculations**
   - Battery calculations including a minimum 1.2 derating factor. Employee work areas with audible alarm coverage shall have a 20% extra capacity for ADA.
   - Voltage drop calculations.

☐ **A single-line riser diagram** of all devices, circuits, power connections and interfaces.

☐ **A Project Narrative**
   - Include design assumptions for detection and notification, current and projected occupancy type, scope of work, type of panel (addressable / zoned), and number of devices.

☐ **The interface of all fire safety control functions**, including complete list of emergency control functions.

☐ **A Sequence of Operation / Alarm Matrix.**

☐ **Name and contact information for the listed supervising or remote station.**

☐ **If system layout is a performance-based design:** include design parameters and values per NFPA 72, Appendix B.

☐ **Additional Submittal Requirements, as applicable:**
   - Plan or drawing revisions shall be submitted with changes clouded. Other changes or corrections shall be clearly identified.
   - Zone maps may be required at the discretion of the AHJ.

By checking the above boxes you are indicating that all required information is present and that the submittal is “counter complete” and ready for review and subsequent approval. Submittals requiring additional information shall be placed “on hold” until required information is submitted. If upon review corrections to the design are necessary, part or all of the submittal package may be returned to the applicant for correction and re-submittal prior to approval or permit issuance. **WORK REQUIRING A PERMIT IS NOT AUTHORIZED UNTIL PLANS ARE REVIEWED AND APPROVED AND NECESSARY PERMITS ARE ISSUED.**

Signature: ________________________________  Date: ________________________________

Print Name: ________________________________  Title: ________________________________
After your permit has been issued, there are a few things for you to do to ensure a smooth process of inspections and project success. Please keep in mind the following:

SITE REQUIREMENTS
☐ The approved set of plans, including comments and conditions of approval issued by the AHJ shall be available on-site while work is being accomplished.
☐ The permit shall be posted and other permitting information shall be retained on site.

AS BUILTS AND INSTALLATION MODIFICATIONS
Modification to approved plans or calculations shall be reflected in an “As Built” drawing. Modifications that result in a variance of 10% to any approved calculation shall be submitted to the AHJ as a revision requiring approval prior to any system acceptance testing or permit approval. “As built” drawings shall be provided to the AHJ inspector prior to acceptance testing.

INSPECTION AND APPROVAL REQUIREMENTS
☐ Acceptance Testing
  o A functionality and acceptance test shall be witnessed by the AHJ. The installer shall provide all necessary test equipment as required by NFPA 72 including volt / ohm and decibel meters.
  o No partial inspections or acceptance testing will be conducted prior to the completion of the installation without additional inspection fees being paid.
  o Detection devices shall either be protected or shall not be installed until all trade work has been completed. (Example: painting, clean-up, carpet cleaning, etc.).
  o No testing will occur until system monitoring is operational and all devices and communicators have been field tested, proven to be operational and are functioning correctly.
  o The required Labor and Industry electrical inspection shall be completed with the inspection sticker or permit card signed prior to acceptance testing.
  o A “Record of Completion” shall be delivered to the AHJ prior to inspection.
  o All initiating or input devices shall have legible addressing labels affixed to device.

☐ Contact the appropriate AHJ to request an inspection at least two work days prior to the desired inspection date. For permits issued by the City of Port Orchard, contact South Kitsap Fire and Rescue at (360) 871-2411.

☐ Final system and permit approval is subject to Field Inspection.

☐ Re-inspection fees may be assessed where work for which an inspection has been requested is not complete or where such work fails to meet operational expectations. Assessment of re-inspection fees shall be at the discretion of the individual AHJ per code or policy and such fees shall be paid prior to subsequent inspections being performed or approvals granted.