



## FIRE ALARM SYSTEM – SUBMITTAL CHECKLIST AND APPLICATION

**Fire alarm permit fees are based on the project cost of the alarm system. Provide a copy of the contract to determine permit fee. The permit fee is 2.5% of the project cost. Allow 15 days for review**

PROJECT LOCATION			
911 Assigned Address:			
Subdivision:		Lot:	Blk: Sec:
PROJECT INFORMATION			
New Construction	Addition/Remodel	Demolition	Other:
Number of stories:	Project cost:		Architectural Barriers EABPRJ#
Area 1st Floor:	Area 2 <sup>nd</sup> Floor	Area Mezzanine:	Total Area:
Brief Description of Work:			
OWNER INFORMATION			
Name:		Phone:	Fax:
Address:			
Email:			
CONTRACTOR INFORMATION			
Name:		Phone:	Fax:
Address:			
Email:			
POINT OF CONTACT INFORMATION			
Name:		Phone:	Fax:
Title:			
Address:			
Email:			

The following checklist is intended to assist the installing contractor in designing, and submitting for review, a code compliant fire alarm system. This document in no way details all of the requirements that may be necessary for a complete code compliant system. **The checklist must be completed, in its entirety, prior to plans being accepted for review. Plans are designed using the following codes.**

1. 2018 International Fire Code.

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2. 2018 International Building Code.
3. 2016 Edition of NFPA 13, 13R, AND 13D.
4. 2016 Edition of NFPA 72

*Each question should be marked “Yes” or “N/A”. If a question is marked “No”, the submittal must be accompanied by a written explanation, with code references, in order to be accepted for review.*

SECTION 1: BASIC INFORMATION				
YES	NO		<b>a.</b>	Is the name of the contractor submitting plans included <b>ON</b> the plans?
YES	NO		<b>b.</b>	Has the project name and address been included <b>ON</b> the plans?
YES	NO		<b>c.</b>	Do plans indicate the NFPA Standard (including edition) that the installation will comply with?
YES	NO		<b>d.</b>	Does each sheet in the plans contain design professional signature, licensing information, and company name?
YES	NO		<b>e.</b>	Does each sheet have a page number?

SECTION 2: BUILDING INFORMATION				
YES	NO		<b>a.</b>	Has the following information been provided? <ul style="list-style-type: none"> <li>o Occupancy Type</li> <li>o Occupancy Load</li> <li>o Number of Stories</li> <li>o Square Footage of Area Scope or Building</li> </ul>
YES	NO		<b>b.</b>	Are floor plans drawn to scale?
YES	NO		<b>c.</b>	Have all required exits been indicated on the floor plans?
YES	NO		<b>d.</b>	Are <b>ALL</b> rooms & spaces labeled clearly on floor plans, with occupant loads clearly indicated for any Assembly occupancies?
13	13R	N/A	<b>e.</b>	Is the building protected with an automatic fire sprinkler system? If so, denote which type.

SECTION 3: SYSTEM COMPONENTS				
YES	NO		<b>a.</b>	Is each device, appliance, circuit, and component indicated and enumerated on the floor plan?
YES	NO		<b>b.</b>	Has a Riser Diagram been provided delineating each floor, circuit and zone, and <b>ALL</b> devices, appliances and/or components?
YES	NO		<b>c.</b>	Are <b>ALL</b> device and component model numbers, and quantities of each, specified on the plans or bill of materials?

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YES	NO		<b>d.</b>	Are <b>ALL</b> components “compatible” and “listed” for the specific fire alarm applications for which they are used and are all detection devices that receive power from the IDC or SLC of a control unit listed for use with that control unit as required by NFPA 72? Provide verification of compatibility between components and the respective panel.
YES	NO		<b>e.</b>	Are <b>ALL</b> wire sizes, types, quantities, as well as conduit sizes and types, listed on the riser diagram and floor plan?
YES	NO		<b>f.</b>	Is the wiring installation method within the building for the fire alarm system indicated on the plans (i.e. free wired, wire mold, conduit, etc.)?
YES	NO		<b>g.</b>	Is the FACP or a remote annunciator located at the main entrance?
YES	NO		<b>h.</b>	Is the Fire Alarm Panel protected with automatic smoke detection or automatic heat detection when ambient conditions dictate?
YES	NO	N/A	<b>i.</b>	Are interconnected Fire Alarm Panels installed in accordance with NFPA 72?
YES	NO	N/A	<b>j.</b>	Is each interconnected control unit separately monitored for alarm, supervisory, and trouble conditions in accordance with NFPA 72? <b>Note: This means that if the satellite fire alarm control unit interconnected to the master FACP experiences a trouble condition for any reason, that trouble condition reports to the master FACP as a SUPERVISORY CONDITION. Also, the interconnection between the satellite fire alarm control unit and the master FACP is also monitored for integrity and if that circuit experiences a fault condition, a TROUBLE CONDITION for that circuit is indicated at the Master Fire Alarm Control Unit.</b>

YES	NO		<b>k.</b>	Are battery calculations detailed in a “chart format” for EACH battery back-up power supply in the system? This shall include remotely located control equipment such as satellite control units, circuit interfaces, and other equipment essential to system operation.
YES	NO	N/A	<b>l.</b>	Are manual fire alarm pull-stations provided in the natural exit access path within 5’ of the exit doorway opening at each exit on each floor, where required?
YES	NO		<b>m.</b>	Are smoke detectors located in <b>ALL</b> required areas (i.e. corridors, elevator lobbies, sleeping areas, FACP)?
YES	NO	N/A	<b>n.</b>	Are duct smoke detectors located in <b>ALL</b> required areas?
YES	NO	N/A	<b>o.</b>	Are <b>ALL</b> other type suppression systems connected to the fire alarm system (i.e. clean-agent system, hood system, pre-action system, etc.)?

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YES	NO	N/A	<b>p.</b>	Is the electric fire pump monitored for run, phase reversal, and power failure?
YES	NO	N/A	<b>q.</b>	Is the engine-driven fire pump monitored for run, failure to start, controller off “automatic”, and trouble (i.e. low oil, high temperature, overspeed)?
YES	NO	N/A	<b>r.</b>	Is each visual appliance adequate for the area covered and located per NFPA 72 requirements?
YES	NO	N/A	<b>s.</b>	Are visual signal appliances provided in each of the following areas: restrooms and any other general usage areas, meeting rooms, conference rooms, hallways, lobbies and any other area for common use? <b>NOTE: Common use areas also include classrooms, cafeterias, filing and photocopy rooms, treatment rooms, and similar spaces that are not used solely as employee work areas.</b>
YES	NO	N/A	<b>t.</b>	In bathrooms accessible to the public, are proper A/V appliances installed? If stalls constitute individual rooms, is a visual appliance inside each stall?
YES	NO		<b>u.</b>	Is the fire alarm system addressable?

#### SECTION 4: SYSTEM OPERATION

YES	NO		<b>a.</b>	Has a detailed Sequence of Operation been provided with the submittal package (via Input/Output Matrix or Narrative) and does it detail <b>ALL</b> alarm, supervisory and trouble conditions, as well as ALL emergency functions?
YES	NO	N/A	<b>b.</b>	Are Emergency Control Functions indicated on floor plans and riser diagram, and have they been detailed in the Sequence of Operations? (i.e. door release, door unlocking, elevator recall and emergency warning light illumination, smoke control, stair pressurization, other extinguishing systems, HVAC shutdown, etc.)
YES	NO	N/A	<b>c.</b>	Are all water flow alarms non-silenceable while water is flowing?
YES	NO	N/A	<b>d.</b>	Do the sprinkler valve tamper switches cause an audible and visual supervisory indication?
YES	NO	N/A	<b>e.</b>	Will audible public mode notification appliances produce a sound level at least 15dB above the average ambient sound level or 5dB above the maximum sound level lasting at least 60 seconds, whichever is greater, measured 5’ above the floor in the occupiable area, using the A-weighted scale (dBA)?
YES	NO	N/A	<b>f.</b>	With respect to sleeping areas, will notification appliances produce a sound level at least 15dB above the average ambient sound level or 5dB above the maximum sound level lasting at least 60 seconds or a sound level of at least 75 dB, whichever is greater, measured at the pillow level in the occupiable area, using the A-weighted scale (dBA)?

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**SECTION 5: MISCELLANEOUS**

YES	NO		<b>a.</b>	Is copy of State of Texas license included with submission packet?
YES	NO		<b>b.</b>	Are <b>ALL</b> submittal documents consistent with each other; are they thorough and comprehensive in nature and scope; are they neatly and professionally packaged? <b>Does submission include 2 hard copies, 1 PDF on a disk, and a copy of the contract??</b>

I hereby attest that, to the best of my knowledge, the aforementioned checklist information is accurate and adequate for the fire alarm system being submitted. I further attest, to the best of my knowledge, that the fire suppression system being submitted meets all applicable codes and standards.

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Applicant Name (Print)

Applicant Signature

Date

**Building Official/Fire Code Official Comments:**

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