

FIRE DEPARTMENT



Daniel L. Ozimek
Emergency Services Director

Fire Alarm System Check List

The following information must be completed before review and submitted with permit application

Project Name: _____ Address: _____

Fire Alarm Project Requirements	OK	Absent	N/A	Comments
Complete set of drawings – One Engineer sealed and one shop drawing				
All sheets must be the same size (“C” size 24” x 36” preferred)				
1/8” Scale only				
Drawing number, revision and date				
Name and address of project				
Name and address of installing contractor				
Reviewed by Section on Title Block Showing NICET certification sub-field, level, number, and expiration date <u>if</u> required				
Type of system being installed, altered, or added to with all devices, control panels, and boosters				
Show compass points				
Key plan for building sections				
Clear and legible plans suitable for photocopying				
Identify type of Fire Alarm system being installed and list all applicable codes, standards with editions used in the system design, type of wiring, and wiring legend				
Identify whether or not wiring is being installed in conduit, open wiring, power limited, or non-power limited. Wiring legend should be used.				
Symbol list with Manufacturer, part number, and back box				
Identify location of all main and sub control panels				
Identify fire alarm enunciators				
Identify location and installation height of all devices				
Location of source of standby power				
Location of all ancillary devices (door holders & closers, gas shut off, fan shutdown, smoke dampers, shunt trips, etc)				
Identify location of fire sprinklers, risers, water flow and tamper switches, fire pumps and controllers, access doors and signage, duct detectors, fire alarm zones, and rated walls				

The above is not an all-inclusive list. Plans must meet all NFPA requirements. Please refer to the current NC Fire Prevention Code for the Version adopted.

Provide contact information for person responsible for the competition of this package:

Name: _____ Phone Number: _____ Date: _____

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Fire Alarm System Permit Application

Business Name: _____ Site Address: _____
Property Owner: _____ Phone: _____

System Contractor: _____ Address: _____
License: _____ Phone: _____ Fax: _____ Email: _____

Building Contractor: _____ Address: _____
Phone: _____ WS/FC Building Permit Number: _____

Type of Work

New Construction Alteration Addition Upfit Panel Change

Building Information

Type of Occupancy _____ Construction Type _____ Types must be based on the NC Building Code.
Square footage _____ Number of stories _____ Basement Y or N

Monitoring Information

Forsyth County requires UL certification according to Section 907.7.5 of the NC Fire Prevention Code. To obtain a permit for a fire alarm, the permit application must have a UL certificate prior to a Certificate of Occupancy or Compliance.

Is this building monitored by a fire alarm system requiring a UL Certificate? Y or N

If yes, who is the UL provider? _____

A letter is required stating any alterations or additions have been approved by the UL provider. A copy of the letter must be submitted with the permit application.

Fee Schedule

The fee for fire alarm systems review is \$120.00.

Other Information

Plans are reviewed on a first-come, first-serve basis. Re-review will be treated as a first submit. Depending on the workload, the review could take up to two weeks to complete.

Signature: _____ Date: _____

Office Use Only

Two sets of plans submitted Y or N Date Received _____ Plans Approved Y or N

Approved by: _____ Permit # _____

Date: _____ Fee: _____ Cash: _____ Check #: _____

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