

CONCORD FIRE & LIFE SAFETY

Fire Prevention Division

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FIRE ALARM Submittal Checklist for STANDARD PERMITS

This checklist must be completed and submitted along with all
Standard Fire Alarm Permit Applications & Fees

Standard Fire Alarm Permit Application shall be used for the installation or modification of more than 5 devices, panel or transmitter installations, or any modifications of an existing system that does not have a current UL Certification or FM Placard.

All new installations or any modification to an existing system shall required third party verification as required in NFPA 72 for central station systems. If the system is not currently Certified or Placarded, provide an Owners Declaration of Fire Alarm Certifying or Placarding Company form. The submittal shall include the following:

- Two (2) hard copies of manufacturer specifications on all equipment to be used and One (1) Adobe file on CD or an email with an attached pdf file can be sent in if the file isn't too large (email to fmo@concordnc.gov).
 1. Clearly mark the specific model of equipment used;
 2. Battery calculations, in an approved format;
 3. Voltage drop calculations for each indicating circuit.
- 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;
- Plans shall include a labeled site plan of no small than 1":50' scale; and
- Package is to include: Designer Name, Designer Company, a copy of Designer's Qualifications and/or certifications to design system from manufacturer, and Proof of Certification/Training on the installer/handler of said suppression system being installed.

Note of the face of the plans the contractually responsible parties for the following:

1. Monitoring, retransmission of signals, associated record keeping, & reporting of signals;
2. Installation;
3. Testing and Maintenance; and
4. Runner service.

Fire Alarm System Plan Submittal Requirements Highlights:

Construction documents for fire alarm systems shall be submitted for review and approval prior to system installation. Submittals shall be made in accordance with Section

907.1 of the North Carolina Fire Code. Systems shall be designed and installed in accordance with NFPA 72 (2007).

1. The fire alarm submittal shall include battery calculations, sequence of operations, voltage drop calculations, a riser diagram, a symbol legend, and, if utilizing ceiling mounted strobes, the appropriate ceiling heights, as required in NFPA 72 (2007).
2. Fire alarm system plans and specifications shall be developed in accordance with NFPA 72 by persons who are licensed Electrical Contractors through the North Carolina State Board of Examiners of Electrical Contractors and shall be experienced in the proper design, application, installation, and testing of fire alarm systems. (Must be by a NICET Level III or Level IV or Professional Engineer is preferred).
3. Drawings shall be drawn to scale with sufficient clarity and detail to indicate the nature and character of the work. Drawings should be of a fire alarm design only, not combination drawings using reflected ceiling plans, electrical, mechanical, etc.

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

Designer of Record Name: _____ Designer of Record Number: _____

Designer of Record Signature: _____ Date: _____