FIRE PREVENTION DIVISION
PUBLIC SAFETY BUREAU

FIRE ALARM SYSTEM PLANS SUBMITTAL CHECKLIST NFPA 72 (2002 EDITION)

The following Fire Alarm Plans Submittal Checklist is required information for fire alarm permit review. Use of the form does not guarantee that plans will be accepted on the first submittal, but will aid in reducing the number of re-submittals required due to the lack of information or conflicting information being provided. T**his checklist should not be considered to be all inclusive. Additional information may be required. Use of this checklist will not eliminate the requirement for a good knowledge and understanding of NFPA 72, National Fire Alarm Code, and/or NFPA 70, National Electrical Code.**

For issuance of the fire alarm permit and prior to any installation and inspection request, the following items shall be completed, submitted and/or approved.

- ☐ **Fire Alarm permit application.**
- ☐ **Three (3) sets of shop drawings/plans.**
- ☐ **Payment for permit fees.**

Any material installed or work performed prior to the issuance of a permit will be subject to four times the permit fee and/or required to be removed. A hard copy of the permit and an approved set of plans are required to be maintained on the job site at all times and must be on site prior to any work being performed unless a limited early start request has been granted. Limited early start requests are considered on a case by case basis, are required to be submitted in writing on letter head and are not automatically granted.

4.3.2.1 Fire alarm system plans and specifications shall be developed in accordance with this Code by persons who are experienced in the proper design, application, installation, and testing of fire alarm systems.

4.3.2.2 The system designer shall be identified on the system design documents. Evidence of qualifications shall be provided when requested by the authority having jurisdiction.

4.5.1.1 The authority having jurisdiction shall be notified prior to installation or alteration of equipment or wiring. At the authority having jurisdiction's request, complete information regarding the system or system alterations, including specifications, shop drawings, battery calculations, and notification appliance circuit voltage drop calculations shall be submitted for approval.

A.4.5.1.1 Shop drawings for fire alarm systems are intended to provide basic information consistent with the objective of installing a fully operational, code compliant fire alarm system and to provide the basis for the record drawings required elsewhere in this Code.

Approval of shop drawings is not intended to imply waiver or modification of any requirements of this Code or any other applicable criteria.

Shop drawings should include, to an extent commensurate with the extent of the work being performed, floor plan drawings, riser diagrams (except for systems in single-story buildings), control unit wiring diagrams, point-to-point wiring diagrams, and typical wiring diagrams as described herein.

All shop drawings should be drawn on sheets of uniform size and should include the following information:

- ☐ Name of owner and occupant.
- ☐ Location, including street address.
- ☐ Device legend.
- ☐ Date.
- ☐ Input/output programming matrix.

Floor plan drawings should be drawn to an indicated scale and should include the following information:

- ☐ Floor identification.

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- ☐ Point of compass.
- ☐ Graphic scale.
- ☐ All walls and doors.
- ☐ All partitions extending to within 15 percent of the ceiling height.
- ☐ Room descriptions.
- ☐ Fire alarm device/component locations.
- ☐ Locations of fire alarm primary power connection(s).
- ☐ Locations of monitor/control interfaces to other systems.
- ☐ Riser locations.
- ☐ Routing for Class A compliance, where applicable.
- ☐ Methods for compliance with 6.9.10.4 for survivability (emergency voice systems) as shown in Section 6.9, where applicable.
- ☐ Ceiling height and ceiling construction details.

Fire alarm system riser diagrams should include the following information:

- ☐ General arrangement of the system, in building cross-section.
- ☐ Number of risers.
- ☐ Type and number of circuits in each riser.
- ☐ Type and number of fire alarm system components/devices on each circuit, on each floor or level.

Control unit wiring diagrams should be provided for all control equipment (i.e., equipment listed as either a control unit or control unit accessory), power supplies, battery chargers, and annunciators and should include the following information:

- ☐ Identification of the control equipment depicted.
- ☐ Location(s).
- ☐ All field wiring terminals and terminal identifications.
- ☐ All circuits connected to field wiring terminals, and circuit identifications.
- ☐ All indicators and manual controls, including the full text of all labels.
- ☐ All field connections to supervising station signaling equipment, releasing equipment, and fire safety control interfaces.
- ☐ Typical wiring diagrams should be provided for all initiating devices, notification appliances, remote alarm light emitting diodes (LEDs), remote test stations, and end-of-line and power supervisory devices.

Florida Administrative Code 69A-48.007 requires the following information:

- ☐ Drawings of the fire alarm system showing the location of each device in the system, and **the number assigned to each device in the system**, shall be kept with the system work log.
- ☐ Florida Building Code 2004 Edition, Chapter 11, requires **all fire alarm strobes to be a minimum 75 candela.**
- ☐ **The job value exceeds $5000.00; a Florida Registered Engineer must seal shop drawings or provide a set of sealed-engineered documents that parallel the shop drawings (2004 FBC 105.3.1.2 (5) and 471.025 FS).**

I attest that all required and applicable information noted above has been provided for review and approval and understand that inadequate or incorrect content is cause for permit denial.

Signature of Contractor or Contractor's Representative **Date**

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