

FIRE ALARM PERMIT SUBMITTAL REQUIREMENTS

Effective: February 2026

A. PERMIT PROCEDURES

1. Permits and submittals are required for **all** fire alarm work, unless specific permission is granted by the City Fire Marshal for work involving *only* relocation of notification appliances in a small area.

NOTICE: Application for permit does not grant permission for fire alarm work to begin. Unless work is an emergency repair of a non-functioning fire alarm system, per §11-8 of the City Fire Code, installation or alteration work shall not begin until permit is issued and approved plans are on site. (Emergency repairs may be performed without permit, but City Fire Marshal must be notified as soon as possible, and a permit & inspection must be obtained within 72 hours of the completion.)

2. A *fully completed* Fire Protection Permit Application form must be included with all initial submissions. Application must be completed in full and must include contact person name and email address for building owner and tenant/business. (The Application form can be downloaded from the city website, search keyword “Fire Protection Permits”.)
3. Application Fee is required when Permit Application and plans are submitted. The balance of fees will be collected at the completion of plan review, when the permit is issued. (Refer to the City website, schedule of fees, for fee structure details.)
4. For revisions/addendums to approved fire alarm plans *that have not yet had final inspections*, submit a *copy* of the original permit and, if possible, a copy of the original approved plans. (A new application is not required.)
5. The permit applicant will be contacted with the result of the review as follows:
 - a. Plans have been approved and pending payment are available to download online, **or**
 - b. At the discretion of the reviewer, the submittal may be suspended or disapproved, and a written list of corrections will be emailed to the applicant, who is then responsible for submitting the required revisions/corrections via our Online Portal (Revised plans/correction will not be accepted via email).

B. GENERAL SUBMITTAL REQUIREMENTS

1. Complete application via our Online Portal at PPL Online Services.
2. For modifications or additions to existing systems, the plans must show enough of the existing system and the specifications of the existing equipment must be provided in sufficient detail to enable complete review and to verify compatibility of all equipment.
3. For continuations of large projects or revisions, a copy of the original reviewed plans should be included with the submittal whenever possible.
4. Submittal for fire alarm permit does **not** have to wait until issuance of the building construction permit, and a copy of the building permit is **not** required with the fire alarm submittal.

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C. INFORMATION REQUIRED ON DRAWINGS

1. Plan(s) must include an empty space of at least 6" x 9" for City Comments on one of the pages.
2. Project name and address(es). (Include all addresses if scope of work covers multiple addresses.)
3. Project owner's name and address, including zip code. (Tenant for tenant work; building owner for shell work.)
4. Building construction permit number, if fire alarm work is part of a construction permit.
5. **Fire Alarm Contractor** name, address, telephone number, **and contact person name and email.**
6. Applicable NFPA code(s)/standard(s) and edition(s) used in design.
7. Symbol & abbreviation key.
8. Occupancy (intended use) of all rooms and areas. If the use of the space is not obvious by the room name, provide further clarification.
9. Location of all partitions.
10. Ceiling heights, height of walls, and heights of "systems furniture" and partitions that are not full height. (Systems furniture and other non-full-height partitions with a height greater than 72 inches above the finished floor will be treated as full-height partitions with respect to layout of visible notification appliances.)
11. Mounting heights of pull stations and notification appliances.
12. Candela ratings of visual notification appliances.
13. Ratings of any fire walls, partitions, doors, and associated detection.
14. Smoke partitions, doors, duct penetrations, and associated detection.
15. For areas with more than one (1) notification appliance circuit, provide a wiring diagram or notations at each appliance indicating to which circuit each device will be attached.
16. For high air flow spaces, indicate air flow and smoke detector spacing reduction.
17. For multiple zoned detection, show spacing reduction required (after air flow reduction above).
18. Show required detection at control panel(s) and/or extender panel(s).
19. If the drawings include devices that are not part of the fire alarm, it is preferred that the fire alarm devices be highlighted.
20. For submittals involving work on a portion of any plan (such as tenant work or partial revisions), the area of work must be clearly defined. Any areas shown that are not within the scope of work must be crossed off or otherwise clearly delineated as outside the area of work.
21. Point-to-point wiring diagram showing all the terminal connections at devices and panels. (Typical circuits and devices may be shown once.)
22. Riser diagram showing all devices and panels and showing all wire counts.

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D. EQUIPMENT

1. Provide manufacturer's specifications (catalog cuts) for all equipment to be used.
2. Annotate all catalog cuts to show exacts model(s) and settings to be used.
3. For system additions, submit existing equipment catalog cuts for coordination and to enable verification of compatibility.
4. For systems that are monitored, include specifications of dialers and communications equipment for transmission of signals to central station or monitoring company.
5. Include system devices provided by others such as sprinkler waterflow detectors, duct detectors, door hold-open devices, door locking devices, etc.

E. SEQUENCE OF OPERATIONS

1. For all initiating devices, show all system outputs such as audible & visual devices, annunciation, door and damper closure, AHU shutdown, door unlocking, smoke control system activation, sprinkler system activation, etc.
2. For high-rise systems, this must be in matrix form.

F. BATTERY CALCULATIONS

1. Show all devices, current draw for each device, and total current draw. For each circuit, actual loads must be considered – showing only maximum allowable current is not acceptable.
2. Calculation must include loads on existing circuits, determined by calculation or by actual amperage measurement.
3. Provide the required time of quiescent & alarm modes.
4. Indicate required battery capacity (Amp-Hrs), and capacity of batteries provided.

G. CIRCUIT CALCULATIONS

1. Show all devices and current draw.
2. Must meet circuit amperage rating of control panel or expander panel (as applicable).
3. Voltage drop calculations must be provided for all notification appliance circuits involved in the work area.