

FIRE DETECTION AND ALARM

Submittal Checklist



For the installation or alteration of automatic and manual fire detection and reporting systems.

The following checklist sets the minimum requirements for a complete application. If you are not providing an item, specify the reason for omission at the end of this document. The submittal will be deemed incomplete if the submittal does not meet the minimum requirements of this checklist.

1	Building and Fire Prevention Permit Application	☐
2	Fire Alarm Plan	☐
3	Battery Calculations	☐
4	Manufacturers Information (cut) Sheets	☐
5	Other Supporting Documents	☐

** Additional materials may be requested during the review process.*

Upload PDF copies of the documents to the City's [Permit Portal](http://portal.cityofedgewood.org) (portal.cityofedgewood.org). Name each item exactly as identified in the table of documents. Include the name of the project and name and address of the applicant on every document. All documents must comply with our [Electronic Document Submittal Standards](#).

DOCUMENT COMPONENTS

1. Building and Fire Prevention Permit Application – A completed and signed [Building and Fire Prevention Application Form](#).
2. Fire Alarm Plans – Plans should include the following:
 - a. All pages shall bear the stamp of a NICET Level III, ESA/NTS Certified Alarm Designer Professional Level III or a PE in the State of Washington providing verification the system meets or exceeds the design requirements of the State of Washington and the local jurisdiction.
 - b. Legend of devices (Device description/model number must match manufacturers information sheets).
 - c. Plans shall be clearly legible showing all walls, outside building dimensions, total building square footage, scale used, room use, north arrow, etc.
 - d. Show interior elevations to indicate unusual construction characteristics, structural and mechanical elements that may affect spacing requirements.
 - e. Height of horn/strobes, location of outside horn/strobe/bell.

- f. Candela rating labeled at each strobe on plans.
 - g. Riser diagram with each circuit and all devices identified.
 - h. End of line locations for each notification circuit.
 - i. Location of FACP, remote annunciator and all NAC panels.
 - j. Wire run diagram per circuit from device to device to be overlaid on the floor plans.
 - k. Matrix/sequence of events.
 - l. Minimum battery sizes to be used in FACP and NAC panels.
3. Battery Calculations – Complete battery calculations, including line loss/voltage drops for each circuit and amp hours of batteries.
4. Manufacturers Information Sheets
- a. Manufacturers cut sheet for wiring.
 - b. Model number of device used and standby/alarm voltage to be highlighted on the manufacturers cut sheets.
 - c. Monitoring type/equipment.
 - d. Miscellaneous connections such as door closers/openers, fire/smoke dampers, HVAC duct detectors, fire suppression contacts and similar devices.
 - e. Primary power detail.
 - f. Smoke detector/FACP compatibility listing.
 - g. Remote annunciator shall be key operated or a lockable cover.
5. Other Supporting Documents – Other drawings or documents as required for specific projects to fully demonstrate the scope of work and how it complies with current adopted fire codes.

*Tenant improvement projects may not require all the items listed above. These will be based on the scope of work.

ADDITIONAL STEPS

- ☐ Electrical work shall be applied for under a separate [Electrical Permit](#).

If any document is not provided with this application, please explain using the corresponding item number.

Item	Reason for Omission
1	
2	
3	
4	
5	