



Fire Alarm Permit Application



Redmond
WASHINGTON

Updated March 15, 2024 to the 2021 International Fire Code

redmond.gov/Prevention

Application Information

All businesses operating in the City of Redmond including fire alarm companies shall have a valid COR business license.

Standard Fire Alarm Permits:

- ✓ The permit applicant shall be UL UUFX listed or the ETL or FM equivalent for central station service.
- ✓ The applicant shall be either the prime contractor or an alarm contractor with written approval from the prime contractor.
- ✓ There shall be only one prime contractor at a time for a system. The prime contractor is identified on the FAOP and is legally responsible for the system.
- ✓ A fire alarm permit submittal includes plan review (if required) and two inspections per inspection type. Additional inspections are subject to reinspection fees. After-hour plans reviews and after-hour inspections may also be requested but are subject to after-hours fees and reviewer/inspector availability. Please see the Redmond Fire Department fee schedule for additional details.

Quick Start Permits:

Quick start permits shall not involve an FACU, control unit, annunciator, transmitter, or any special systems (for example, VESDA, pre-action, clean agent systems) in their scope. Quick starts are allowed for fire alarm modifications to kitchen hood systems. Apply for a quick start permit online at www.redmond.gov/REPS.

Applicant Information

Name:

Company Name:

UL, FM, ETL Listing Number:

Mailing Address:

City, State, Zip:

Email address:

Is the Applicant the Prime Contractor? ☐ Yes ☐ No

Phone:

Contractor Information

Contact Person:

Company Name:

Mailing Address:

City, State, Zip:

Email address:

Phone:

State Contractors License #:

Expiration date:

Redmond Business License #: RED

Site Information

Site address:

Project Name/Tenant:

Associated Permits: ELEC-20

BLDG-20

Property Owner:

FAOP Prime Contractor:

FAOP Permit Number:

FAOP Expiration Date:

Description of work

Fire alarm designer

Per WAC Requirements the fire alarm designer must hold at least one of the following:

- 1) NICET level III
- 2) ESA/NTS CFAD Level III
- 3) WA License as a Professional Engineer

The designer’s signature and certification shall be on all pages. Designer must be part of RFDS 9.0 and NFPA 72 26.3 compliant contractual arrangement.

Designer:

Email address:

Company Name:

Phone:

Mailing address:

Certification Type:

City, State, Zip:

Certification Number:

Scope of work & fee information

Provide device counts for all fire alarm components being installed, moved, or removed. Fees will be based on the total number of devices. Control panels, transmitters and power supplies are billed separately (do not include these in total device count). Please see the current Redmond Fire Department fee schedule for details.

- ☐ **New System.** This applies to new systems in new buildings and to fire alarm upgrades in existing buildings where the entire building is being upgraded to meet current codes and standards. If this does not apply then check “System Modification” below. Choose one or the other for fee purposes. FCO will determine which is applicable at completeness check.
- ☐ **System modification.** See above.
- ☐ **Fire Alarm Control Unit.** Only one main FACU allowed per building. If the scope includes a FACU, it is a new system. Alarm sub-panels (e.g. pre-action or clean agent releasing panels) feed as a power sub panel. Replacing or modifying cards or components of a FACU may be treated as replacing the entire device. Do not include FACU in device count.
- ☐ **Transmitter.** Only one per building and each building must have its own transmitter. The transmitter must be included in the scope for a new system, though it may be installed by a qualified sub-contractor. Do not include transmitter in device count.
C Cellular C Radio (AES) C Other (requires prior FCO Approval)
- ☐ **Alarm Power Sub-Panels.** There is a fee per power sub panel or NAC. Do not include these sub-panels in the total device count.

Power supplies (such as NAC panels):
Sub panels (such as a pre-action, clean agent or VESDA panels):

Alarm Power Sub-Panel Count:

Indicate the number of each type of device:

_____ Audio and/or visual devices	_____ Remote annunciators
_____ Cards or modules (DACT, SDACT, IntelliTap)	_____ Magnetic hold-open devices
_____ Detection devices (such as smokes or heats) *	_____ Relays or monitoring modules (such as a water tamper, kitchen hood, DAS alarm point)
_____ Manual initiation devices *	_____ Line-type detectors, per continuous device

_____ Sprinkler system initiation and monitoring

_____ Other devices (an alarm device not otherwise defined, or as per the FCO)

** If only a FACU is replaced and the addition of a smoke and a manual pull are required, these devices shall not count for the purpose of calculating plan review and permit fees.*

Device Count: _____

Device count does not include FACU, transmitter or alarm power sub-panels.

Electronic Plan Standards

File Naming Standards:

Electronic plans and documents shall be named as specified in **bold type** under the submittal checklist. For example, the plans must be named **"Plans"**.

Acceptable File Types:

Plans, calculations, specifications, and supporting documents shall be uploaded as PDF files.

Plan Sheet Standards:

All plans shall be drawn to scale, as identified in the checklist, and each sheet shall state the scale.

Document Orientation:

All plans must be uploaded in **landscape** orientation. All other documents can be in portrait format.

Submittal Checklist

The following items are required at the time of application for fire any fire alarm permit that does not qualify as a quick start. This would include any alarm work involving the installation of new systems, or modifying existing systems. In addition to the below checklist, any item listed in NFPA 72 7.1 may be required before a permit is accepted for review as per the FCO. Failure to provide any necessary information may result in rejection of your application.

- ☐ Completed permit **application**
- ☐ Compliant **Central Station Service** arrangement (must comply with NFPA 72 26.3.3)
 - ☐ If a new system, provide proof of **Prime Contractor's Qualification** (UUFX-tier UL listing or ETL/FM equivalent). A valid FAOP is required prior to fire alarm final inspection
 - ☐ If modifying a system and the applicant is the prime contractor, include valid **FAOP**. If unable to provide a valid FAOP at time of applicant submittal, a valid FAOP will be required prior to fire final.
 - ☐ If the applicant for the system modification is not the prime contractor, provide a valid **FAOP** and a **Letter of Authorization** from the prime contractor
 - ☐ If there will be a **Change of Prime Contractor** as a part of this fire alarm work, include a letter from the subscriber (the responsible party for the building) indicating:
 - 1) the date when the previous prime contractor's service is ending and when the new prime contractor is taking over
 - 2) the new prime contractor's proof of qualification
 - 3) the new central station service contractual arrangement. A new FAOP is required prior to fire alarm final inspection.
- ☐ Complete NFPA 72 compliant set of **Plans**:
 - ☐ A site plan with a scale no smaller than 1": 50' showing the area surrounding the building worked on
 - ☐ Cover sheet must indicate compliant Central Station Service arrangement showing company responsible for: 1) Service company acting as Prime Contractor; 2) Monitoring, retransmission of signals; 3) Record keeping and reporting; 4) Installation; 5) Testing and maintenance; 6) Runner service
 - ☐ Shop drawings at minimum 1/8" = 1' 0" showing the scope of work with devices, wiring, end-of-lines, etc.
 - ☐ Zone map. Required for new systems, or as per FCO. See page 4 or RFDS 9.0 for details.
 - ☐ Complete input/output matrix with input signals labeled by signal types (alarm, waterflow, supervisory, trouble, special system). Include signal grouping information. Show all inputs and outputs for the fire alarm system, including those that are existing and those not proposed to be modified.
 - ☐ Summary of work indicating the codes and standards used and scope of work. Make note of devices that are required and any devices being added that are not required by code. Voluntary equipment must be installed as if required. Indicate scope of work to completed by subcontractors.
 - ☐ Battery calculations and voltage drop calculations for each indicating device circuit.

☐ When scope of work includes riser wiring, a riser diagram is required, include the listing of the wire and fire resistance ratings of raceways and risers.

☐ Set of manufacturer Cut Sheets on all equipment (clearly mark the specific model of equipment used).

General Requirements

- See current version of [Redmond Fire Department Standard \(RFDS\) 9.0](#) on alarms as well as the IFC and NFPA 72.
- Fire alarm systems are required in all new buildings and structures where there is a required sprinkler system, except in one - and two-family dwellings as defined in the International Residential Code, or as per RMC 15.06.013.
- Each building allowed only one approved FACU and transmitter per building, or as per RFDS 9.0.
- Based on the scope of work, the FCO may require part or all of the fire alarm system to meet current codes and standards.
- FACU replacements will trigger specific requirements. See RFDS 9.0
- See RFDS 9.0 for details on the four modes of work: normal, maintenance, emergent and after-hours.

Contractor Requirements

All fire alarm systems in the City of Redmond must be designed, installed, maintained, and monitored per RFDS 9.0. Compliance with NFPA 72, 26.3 Central Station Service required.

- One qualified prime contractor must be identified for each fire alarm system. The prime contractor shall:
 - Hold a UUFEX (full service or local service central station) listing from UL or an equivalent from FM or Intertek/ETL.
 - Be contractually responsible for providing compliant service for the six required elements:
 - 1) Installation of alarm transmitters
 - 2) Alarm, supervisory, and trouble signal monitoring
 - 3) Retransmission
 - 4) Associated record keeping and reporting
 - 5) Testing and maintenance
 - 6) Runner service
 - As per RFDS 9.0, runner service must be provided by a listed alarm company by UL, FM or Intertek/ETL. Compliant runner service must provide 24/7 availability of a runner able to arrive at a premise within two hours. Runners must respond to supervisory and trouble signals as well as when requested by a FCO or an on-site responding fire crew.
- All design, installation, maintenance and monitoring of the system shall be the responsibility of the prime contractor or a qualified party authorized by the prime contractor and allowed by NFPA 72 26.3
- Testing/maintenance qualifications: All inspection, testing, maintenance and programming not defined as "electrical construction trade" by chapter 19.28 RCW shall be completed by a NICET II or ESA/NTS Certified Fire Alarm Technician (CFAT) Level II Fire.

Notes regarding inspections

- Valid FAOP shall be on site one business day prior to scheduled fire final inspection or it will be cancelled.
- See RFDS 9.0 for requirements on readiness for inspection and requirement for valid FAOP prior to fire final inspection.
- FACU replacement will trigger specific requirements. See RFDS 9.7.
- See RFDS 9.0 for details on the four modes of work: normal, maintenance, emergent and after-hours.
- Consult RFDS 9.0 or contact Fire Prevention (firedevelopmentservices@redmond.gov) with questions.

I confirm that I have read the applicable code and standards and verify that the system has been designed to and will be installed in accordance with the requirements of NFPA 72 and Redmond Fire Department Standard 9.0. I understand that all applicable codes apply. Errors and/or omissions on the plans shall comply with City of Redmond ordinances and laws of the State of Washington.

Fire Alarm Designer Name

Applicant Name

Applicant Signature