



Checklist for the Installation of Automatic and Manual Fire Detection and Reporting Systems



Project Name: _____
 Project Address: _____
 Project Contact: _____

General Project Submittal Minimum Standards:

Plans which do not contain the minimum information required will not be accepted for plan check.

Applicant	Office Use Only	
		Minimum Plan Review Standards
		Completed Permit ELECTRONIC PERMIT APPLICATION required at the time of plan submittal.
		Clear and legible ELECTRONIC DRAWINGS .
		LINES and letters must be dark enough to provide good contrast on paper.
		TEXT must be easily read without magnification.
		Pencil electronic drawings are <u>not</u> acceptable (including corrections or alterations).
		SCALE: All drawings must be drawn to scale.
		SIZE REQUIREMENTS: Electronic drawings must be of one size. Size of plans must be adequate size to allow for plan review.
		Washington State Law requires that any registered professional who prepares or supervises the preparation of drawings and construction documents stamp and sign such documents.
		Compass direction and clearly marked scale on all plans.
		Provide a narrative of the scope of work.
		Completed Permit ELECTRONIC PERMIT APPLICATION required at the time of plan submittal.
		Clear and legible ELECTRONIC DRAWINGS .
		LINES and letters must be dark enough to provide good contrast on paper.
		ELECTRONIC DRAWINGS: Provide clear and legible drawings with cut sheets for this specific residential/commercial structure required for submittal. Note: Additional drawings may be required to be submitted if the applicant requires more than one stamped, approved set of plans.

Requirements:

Applicant	Office Use Only	
		Description of Requirements
		Manufacturer’s literature (cut sheets) of all fire alarm system components.
		Make, model, type, number, and voltage of storage batteries used for secondary power and the battery discharge calculations.
		Voltage drop calculations in conductors of multiplexing systems.
		For work to systems that require five or less devices a permit is required with the appropriate documentation (scope of work, cut sheets, and basic plan). No review is required just a permit.
		Working Drawings – Floor Plans:
		Compass direction and clearly marked scale.
		Ceiling Construction and reflected ceiling plan.
		Full-height cross section.
		Location of area and/or occupancy separation walls, partitions, and stairway enclosures.
		Occupancy of each room or area.
		Location and size of concealed spaces and closets or any questionable small enclosures in which no automatic detection is to be installed.
		Where applicable, scaled cross-section representation of detector mounting locations or door closer services.
		The means of protection alarm detection or signaling circuits from physical damage and/or overcurrent.

System Information:	
	Legend showing all symbols, device descriptions, size, and type of outlet box and mounting height.
	Make, model, type, and location of all fire alarm control panels.
	Make, model, type, and location of all fire alarm annunciator panels.
	Make, model, type, and location of all automatic detection or signaling devices.
	Make, model, type, and location of all manual initiation devices.
	Make, model, type, and location of and candela/decibel rating for all audible and/or visual alarm devices.
	Location of fire department command center(s).
	Make, model, type, and location of all door closures, smoke dampers, HVAC shut-down devices, elevator recall devices, fire protection system monitoring devices, or similar devices or equipment that affect buildings of fire protection equipment services.
	Make, model, type, and location of all off-premises reporting devices.
	Location of sprinkler system waterflow, isolation valves, and tamper supervision, if applicable.
	Location of rangehood fire suppression systems discharge contacts, if applicable.
	The sources of primary power and its wiring riser diagram.
	The source of secondary power.
	The signal initiating circuits and wiring diagram, including calculations for all signal circuits for loads, wire size, and length.
	Location of end-of-line resistors.
	For digital alarm communication transmitters, the configuration of the two separate transmission lines.

Please read the information below and sign before submitting your application:

Your application shall be deemed complete only if this checklist is completed and submitted along with the submittal package. Submittals not accompanied by a checklist will not be accepted. Accuracy of the submittal package, including this checklist, is the responsibility of the applicant. Failure to submit an accurate submittal package will be considered an incomplete application by the Plan Reviewer. An incomplete submittal will result in a HOLD. A resubmittal (new submittal package) will be required and always results in a delay.

I have checked the application boxes and have included those requirements in my submittal.

Print Name

Signature and Date