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Fire Marshal's Office

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Fire Alarm Submittal Checklist

The following information will be needed as part of your plans submittal for the installation or extension of any commercial fire alarm system. A licensed design professional registered with the State of New York shall seal the plans submitted.

- The applicant submitting for permit must be the contractor performing the work.
- Copy of New York State Fire Alarm Installers License
- Submit 2 complete sets of plans; include manufacturers, model numbers, and material cut sheets for all equipment.
- The cover sheet of the plan shall include: name of owner and occupant, location including street address, contact information (telephone, fax and email address).
- Working plans shall be drawn to indicate scale on sheets of uniform size and show point of compass.
- Floor plan showing use of all areas with locations of alarm-initiating and notification appliances.
- Alarm control and trouble signaling equipment
- Remote Annunciation Equipment
- Power Connection
- Battery Calculations
- Voltage Drop Calculations
- Conductor type and size
- Show location of the FACP and Sprinkler Riser Room where applicable.
- Exterior elevation shall indicate the location of exterior bell/strobe units and/or annunciators.
- Include all riser diagrams.
- All fire sprinkler switches, tamper devices, and alarm or supervisory devices shall be shown.
- Location of each and every system component shall be identified using an appropriate symbol as described with a key on each sheet of the plans that show such components.
- Indicate the monitoring station servicing the account.
- Provide zone maps at all remote annunciators and/or fire alarm control panels.
- Indicate audibility level (dba) to be used for the acceptance test.