



## PLANNING AND DEVELOPMENT SERVICES

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# Fire Alarm Quick Permit Submittal Checklist

Case #: \_\_\_\_\_

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

## Eligible Projects

**Fire Alarm Quick Permits** are limited to existing system modifications that meet the following requirements. *Modifications that do not meet ALL of the conditions listed below must be submitted using the regular Fire Alarm Permit application.*

- No changes in occupancy classification
- No new alarm panels
- No new circuits to be added
- No battery upsizing

## Application Submittal

Fire Alarm permit applications and plans are submitted to the city through our Electronic Plan Review System. This checklist must be completed as part of the required documentation.

**Our ePlanReview system** lets you submit documents and plans electronically for review. Go to [www.cityofboise.org/pds](http://www.cityofboise.org/pds) for more information. All electronic files must meet the requirements specified in the "Electronic Plan Review Submittal Standards" document. Electronic Files that do not meet these requirements will not pass pre-screen review. [www.cityofboise.org/pds/ePlanReviewStandards](http://www.cityofboise.org/pds/ePlanReviewStandards)

## Application Acceptance

The following is a list of basic requirements for plans submitted for permit approval. It is not intended to be a complete list of all applicable code requirements or to relieve the applicant from compliance with code.

- Incomplete submittals will not be accepted. Applicants with incomplete submittals must upload additional documents or work with staff to provide the correct documentation.
- Plans must be accepted as complete before review can begin.
- A fire alarm permit application shall be provided as the cover document for all plan submittals and resubmittals.
- All sections of the application shall be completely filled out.
- The applicant shall be responsible to ensure that design specifications and plans are complete and in compliance with the requirements of the International Fire Code and applicable standards.

## Instructions

- **Check Boxes:** Check (☑) the appropriate boxes below. Staff will verify that all required information is included.
- Maximum area of work limited by plan sized requirements (Minimum of 1/8" scale, font size not less than 10 point).
- **Scaled Plans:** Scaled plans are required where area smoke detectors or visual notification appliances are modified; scaled plans are NOT required for duct smoke detectors, sprinkler water flow or valve monitoring.

## Documents Provided

Yes    N/A

- Application #602 – Fire Alarm Quick Permit** Submit all pages.
- Letter from engineer or engineer's approval stamp**

## Proposed Modification

Yes    N/A

- Addition of HVAC duct smoke detectors # (\_\_\_\_\_)**
- Addition of smoke damper in-duct detectors # (\_\_\_\_\_)**
- Addition or relocation of notification appliances # (\_\_\_\_\_)**
- Addition or relocation of sprinkler monitoring devices, flow switches and tamper switches**
- Addition or relocation of area smoke detectors # (\_\_\_\_\_)**
- Connection of exit access controlled egress doors**
- Connection of new cooking hood extinguishing system**
- Other: \_\_\_\_\_**

## Alarm System Coverage

Check ALL sections which are applicable to the existing system design.

Yes    N/A

- Required manual fire alarm system**
- Required automatic detection**
- Non-required automatic detection**
- Audible/visual annunciation**
- Sprinkler monitoring**
- HVAC smoke detector monitoring**
- Smoke damper detectors**
- Smoke rated fire doors**
- High-Rise Building**
- Elevators**

- Type 1 cooking hood extinguishing system monitoring**
- Special extinguishing system releasing panel**
- Offsite alarm supervision type:** \_\_\_\_\_
- Fire Department approved fire alarm upgrade agreement applies**

## Required Construction Plans

Yes    N/A

- Key plan** showing location of work within building
- Fire alarm plans** drawn on a maximum 18" x 24" size sheets. Drawings for notification appliances and area smoke detectors must be scaled to 1/8" and fit on a single 18 x 24" sheet.
- Fire alarm riser diagram** (may be partial), showing the affected circuits and address/zone numbers, FACP and NACP make and model numbers
- Manufacturer's cut sheets** for new devices/equipment
- Manufacturer's verification of compatibility** for smoke detectors
- Voltage drop calculation** for affected FAC or NAC panels
- Alarm response matrix** (system specific)
- Revised battery calculations** for affected FAC or NAC panels

## Signature of Applicant

*I, the undersigned, have completed the above checklist noting all pages and supporting documents for the project.*

\_\_\_\_\_  
Signature of Submitting Design Professional of Record

\_\_\_\_\_  
Date