



PLANNING AND DEVELOPMENT SERVICES

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PDS	Document Number
	#601

Fire Alarm Permit Submittal Checklist

Case #: _____

Date: _____ Project Name: _____

Site Address: _____

Application Submittal

Fire Alarm permit applications and plans can be submitted to the City by two methods. *This checklist must be completed no matter which method is used.*

1. Electronic Submittal

Our ePlanReview system lets you submit documents and plans electronically for review. Go to www.cityofboise.org/pds for more information.

2. Paper Submittal

Staff will pre-screen documents to verify that the project submittals are complete. The pre-screen is not a "plan review" for code compliance. The applicant is responsible for contacting staff members if additional consultation is required.

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 (electronic submission) 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, and the applicant must sign the form.
- 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 (☑) the appropriate boxes below. Staff will verify that all required information is included.

Proposed Work

- | Yes | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | New Alarm System within a new building |
| <input type="checkbox"/> | <input type="checkbox"/> | New Alarm System within an existing building |

- Replacement of existing system (Include reason for replacement in explanatory comments)
- Modification of existing alarm system (Include permit number for original installation if applicable) (FIR__ - _____)
- Resubmittal (Include Fire Alarm Permit Number: (FIR__ - _____))
- Plan Modification (Plan changes after approved plans have been issued but not yet finalized) (FIR__ - _____)
- Two-way communication

Alarm System Coverage

(Check ALL sections which are applicable to the new or 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 (*2 paper copies*)
- Alternative materials/methods/design of construction or equipment, approved and signed by the Building Official, and where applicable, the Fire Marshal, or Assistant Fire Marshal (*2 paper copies*)

Note: If using ePlanReview to submit electronic files, only one (1) copy of each document is required. Paper submittals require additional copies as noted.

Documents Provided

Yes N/A

- Form #601 –Fire Alarm Permit Application – all pages (*2 paper copies*)
- Fire alarm plans (*2 paper copies of complete set*). Plans shall be drawn to minimum 1/8" scale on minimum 18" x 24" size sheets.

- Letter from engineer or engineers approved stamp
- For engine driven generators include verification of conformance with NFPA 72 including the fuel supply

Fire Alarm Plans

Yes N/A

- Site plan (Include streets, adjacent buildings, property lines and North arrow)
- All plan sheets include title block, name and address of project, and north arrow.
- Floor plan clearly detailing all walls, doors and identify use of all areas
- Exterior walls and doors are clearly distinguished from other construction features
- Details of ceiling heights and construction, when applicable to smoke detectors and ceiling strobes
- A scaled bar graph shall be shown on all sheets
- Include source and location of emergency standby generators.
- Legend provided
- Tenant improvement plans show all adjacent spaces and devices as necessary to show proper device coverage, when system includes visual annunciation devices or area coverage smoke detection.
- Location of all initiating and annunciating devices in the project area
- Circuit zone numbers, and/or individual device addresses and approximate wiring information for all devices in project area
- Distinguish new from existing alarm equipment with "N" and "E" subscripts
- Strobe candela ratings
- Location of all control panels, booster panels, and remote annunciators
- Location of all sprinkler risers, waterflow switches, control valve; fire pumps and controllers
- Location of all cooking hood extinguishing systems and other special extinguishing systems
- Smoke damper locations
- Location of smoke doors on hold open devices or door closing devices
- Air handlers requiring duct detectors
- Ancillary devices, fuel and power shut offs, release of exit door latching hardware, release of door hold-open devices, elevator shunt trip and recall and control voltage monitoring
- Location of remote indicator devices
- Typical device wiring connections
- Battery & Voltage drop calculations (All affected panels)
- Manufacturer's data sheets and model numbers for all equipment and devices (Identify model used)
- Compatibility listings verifying component compatibility with the FACP

