



PLANNING AND DEVELOPMENT SERVICES

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PDS

Document Number

#602

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 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

Paper submittals should be faxed to (208) 384-3753.

Electronic Plan Review

- Fire Alarm Quick Permits are processed electronically using our ePlanReview system.
- After submitting the electronic application, you'll receive instructions via e-mail on how to log in to ePlanReview and upload plans.
- For more information, visit pds.cityofboise.org/ePlanReview.

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 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 | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Required manual fire alarm system |
| <input type="checkbox"/> | <input type="checkbox"/> | Required automatic detection |
| <input type="checkbox"/> | <input type="checkbox"/> | Non-required automatic detection |
| <input type="checkbox"/> | <input type="checkbox"/> | Audible/visual annunciation |
| <input type="checkbox"/> | <input type="checkbox"/> | Sprinkler monitoring |
| <input type="checkbox"/> | <input type="checkbox"/> | HVAC smoke detector monitoring |
| <input type="checkbox"/> | <input type="checkbox"/> | Smoke damper detectors |
| <input type="checkbox"/> | <input type="checkbox"/> | Smoke rated fire doors |
| <input type="checkbox"/> | <input type="checkbox"/> | High-Rise Building |
| <input type="checkbox"/> | <input type="checkbox"/> | Elevators |
| <input type="checkbox"/> | <input type="checkbox"/> | Type 1 cooking hood extinguishing system monitoring |
| <input type="checkbox"/> | <input type="checkbox"/> | Special extinguishing system releasing panel |
| <input type="checkbox"/> | <input type="checkbox"/> | Offsite alarm supervision type: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Department approved fire alarm upgrade agreement applies (Attach copy) |

Required Construction Plans

- | Yes | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | | Key plan showing location of work within building |
| <input type="checkbox"/> | | Fire alarm plans drawn on a maximum 8½" x 11" size sheets. Drawings for notification appliances and area smoke detectors must be scaled to 1/8" and fit on a single 8½" x 11" sheet. |
| <input type="checkbox"/> | | Fire alarm riser diagram (may be partial), showing the affected circuits and address/zone numbers, FACP and NACP make and model numbers |
| <input type="checkbox"/> | <input type="checkbox"/> | Manufacturer's cut sheets for new devices/equipment |
| <input type="checkbox"/> | <input type="checkbox"/> | Manufacturer's verification of compatibility for smoke detectors |
| <input type="checkbox"/> | <input type="checkbox"/> | Voltage drop calculation for affected FAC or NAC panels |
| <input type="checkbox"/> | <input type="checkbox"/> | Alarm response matrix (system specific) |
| <input type="checkbox"/> | <input type="checkbox"/> | 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