Plan Submittal Checklist

Plans submittal requires the following information. **This check list is provided as a submittal aid only and is not intended to cover every code requirement.**

Drawing shall include as a minimum:

Title block including the following:
Permit Number
Project Name
Project Address
Contractor Name, Address and License Number
Drawn By
Scale
Date
North Arrow
Legend
Floor plans drawn to a common scale.
At least one reference dimension for scale verification
(This is necessary for measuring circuit-run lengths on drawings on reproduced drawings).
Place the following applicable notes on plans to identify:
"Authority Having Jurisdiction",
"Design-in-accordance-with code and code date",
"Initiating circuit wiring shall be CLASS "A" using physical conductors installed with the outgoing and return conductors separated by a minimum of 6 feet",
"DUCT detectors to sound a general alarm – not a supervisory signal",
"Primary power to be 110-volt dedicated circuit."
Provide a separate sheet or drawing showing circuit-wiring (not conduit) diagrams for both the initiation and annunciation circuits.
Multiple circuit paths on the same wire run are not acceptable.
Additional drawings may be required for systems such as some control fire-fighter phones, or speakers for evacuation.
Simple site map inset showing building site in relation to relevant street(s) and indicates the main entrance
Provide sequences of operations on drawings.
Systems designer shall hand-sign each sheet in ink.
Drawing size shall be no more than 36 inches high and no width restrictions.
Plans shall be drawn to scale on clean floor plans that identify the use of each room. (Electrical or other busy architectural plans shall not be submitted.)
Circuit wiring from device-to-device shall be drawn on the plans including end-of-line-resistors where are required.
If addressable or analog system, show device address numbers on plans.
If conventional system, provide zoning legend.

Specification submittals shall include:

Brief descriptions of the system design, operation, and reset functions.
Wire specifications.
Type of primary and secondary power.
When indicating the equipment used in the specifications book, use arrow to identify the model or part, (do not use highlighters);
List of materials and quantities;
Manufacturer's product information sheets (Technical Bulletins) that include design parameter's and power requirements;

Riser Diagram (COMPLETE RISER DIAGRAM);

Battery size calculations and battery discharge curves;
Voltage drop calculations;
Address device list with detailed message (e.g., corridor smoke outside room 205; water flow 1st floor)

Does the submittal contain?
Fire Marshal's Office Plan Review
submittal forms with building permit number
Three sets of scaled drawings.
One submittal book
Copy of state license

Does the submittal book/drawing contain prescribed?
System design description with sequence of operations.
Manufacturer's product Information sheets marked in ink?
Battery-size calculations with input value derivations?
Voltage-drop calculations with input value valuations and wire resistances.
Wire specifications
Riser diagram *(COMPLETE RISER DIAGRAM)*
List of materials
Addressable device list/zone legend
Type of primary and secondary power

Do the drawings contain?
The prescribed title block located in the lower right corner with building inspections permit number
North arrow
Legend
Floor plans drawn to a common scale and free of extraneous information
Intended room usage
Separate circuit wiring (not conduit) diagrams for initiation and indicating circuits.
Complete device-to device wiring including end-of-line resistors where applicable
Site map inset showing adjacent street(s)
System designer stamp with hand-signature in ink
At least one reference dimension for scale verification
Device address numbers (addressable or analog system)

Do the Drawing Notes contain?
Jurisdictional authority
Designed-in-accordance-with codes and code date
Prescribed initiating-circuit wiring description
Duct detector operation statement
Primary power statement
Pull-station sign description