



FIRE DISTRICT CONSTRUCTION PERMIT

FIRE ALARM SYSTEM SUBMITTAL CHECKLIST

APPLICATION TYPE: Construction - Fire Alarm System

FEE:

A fee of \$200.00 plus \$4.50 per device is due at time of application. The fee will cover the review, permit and one inspection. Additional inspection fees may apply. Fee payment link will be sent via the portal after initial application review.

A fee of \$150.00 will be added to all applications that have started work without a permit. In addition, a stop work order may apply until the permit is issued.

ADDITIONAL REVIEW:

Unless otherwise directed by the Fire District, all projects must be reviewed and approved by the Idaho State Fire Marshal's Office before a permit is issued by the district. To expedite the permitting process, simultaneous submittal to both the Fire District and the State Fire Marshal's Office will be accepted.

IMPORTANT NOTICE:

Approval from the State Fire Marshal does not authorize work to begin. Only the AHJ Fire Code Official can issue a construction permit, as required under **IFC Section 105**.

ELECTRICAL PERMITS:

It shall be the responsibility of the applicant to obtain electrical permits for the fire alarm system. Check with the City or County for additional information.

APPLICATION ACCEPTANCE:

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

- Incomplete submittals will not be accepted. Applications 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:

- Complete Project Information section below, check the appropriate boxes. The staff member conducting the plan review will verify that all required information is included.
- The checklist is not complete unless all information is filled out and all appropriate boxes are checked.
- No RED on drawings. Red is reserved for markups only.
- Incomplete applications will be returned for completion, which may delay the review process.

Submittal Checklist

Project Name: _____ Project Location: _____

Occupancy Group (Define the occupancy group of the building) _____

REQUIRED DOCUMENTS (Upload via portal)

- ☐ Fire Alarm System Permit Application
- ☐ Complete Application Packet Checklist
- ☐ Fire Alarm plans must be stamped or have designers' qualification per NFPA 72
- ☐ Site Plan
- ☐ Battery and voltage drop calculations.
- ☐ Manufactures data sheets, model numbers and cut sheets for equipment and devices.



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ALARM SYSTEM COVERAGE (Check all sections that are applicable to the new or existing system design)

- ☐ 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 damper detector (IBC Chapter 7, IFC Chapter 9, NFPA 72)
- ☐ Smoke rated fire doors (IBC Chapter 7, IFC Chapter 9, NFPA 72)
- ☐ High Rise Building (IFC Chapter 9, NFPA 72)
- ☐ Elevators (IFC Chapter 6, NFPA 72)
- ☐ Commercial cooking hood extinguishing system monitoring (IMC Chapter 5, NFPA 72)
- ☐ Special extinguishing system releasing panel (NFPA 72)
- ☐ Offsite alarm supervision (NFPA 72)

FIRE ALARM PLANS (DO NOT USE RED ON PLANS)

- ☐ Fire District AHJ on name on plans
- ☐ Site plan (Include project area, entrances, adjacent building, north indicator, streets)
- ☐ Plan sheet shall include name and address of project
- ☐ Floor plans shall include walls, doors and identify use of area
- ☐ Details of ceiling heights and construction when applicable to smoke detectors and ceiling strobes
- ☐ Include source and location of emergency stand by generators
- ☐ Location of all initiating and annunciating devices
- ☐ Distinguish new from existing fire alarm equipment
- ☐ Circuit zone numbers, and/or individual devices in the project area
- ☐ Strobe candela ratings
- ☐ Location of all control and booster panels, and remote annunciators
- ☐ Location of all sprinkler risers, waterflow switches, control valves, fire pumps and controllers
- ☐ Location of all cooking hood extinguishing systems, and other special extinguishing systems
- ☐ Smoke damper locations
- ☐ Air handlers requiring duct detectors
- ☐ Location of smoke doors on hold open devices or door closing devices
- ☐ Ancillary devices, fuel and power shut offs, release of exit door latching hardware, release of door hold open devices, elevator shunt strip and recall
- ☐ Location of remote indicator devices
- ☐ Device addresses on addressable system
- ☐ Typical device wiring connections
- ☐ Fire alarm riser diagram



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RISER DIAGRAM

- ☐ All control panels and any proposed additions or modifications
- ☐ All new and existing initiating and annunciation circuits
- ☐ New and existing connected devices on all modified circuits
- ☐ Distinguish new from existing equipment and devices with “N” and “E” subscripts
- ☐ Equipment legend for all devices, including model identification, if different from legend on floor plans
- ☐ All power supplies, including AH rating of batteries
- ☐ Offsite monitoring connections
- ☐ Interface of fire safety control functions
- ☐ Conductor types and sizes. Identify if wiring is enclosed in conduit, exposed, power limited or non-power

NOTE: For engine driven generators, verification of conformance with NFPA 72, including the fuel.



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FIRE ALARM SYSTEM APPLICATION

Fire District (AHJ) Middleton Rural Fire District Star Fire Protection District

Sections 1-5 of your application are fully completed. Incomplete applications will be returned for completion, which may delay the review process.

SECTION 1 – APPLICANT INFORMATION

| | | |
|------------------------|----------------|------|
| Fire Alarm Contractor: | Contact: | |
| Idaho License No. | NICET#: | |
| Address: | City: | Zip: |
| Phone/Mobile: | Email Address: | |
| Fire Alarm Designer: | Contact: | |
| Address: | City: | Zip: |
| Idaho License No. | NICET#: | |
| Phone/Mobile: | Email Address: | |

SECTION 2 – PROJECT INFORMATION

| | |
|-------------------------|----------------------------------|
| Project Name: | |
| Project Location: | |
| Building Permit Number: | Fire District Building Permit #: |
| Builder: | Contact: |
| Phone/Mobile: | Email Address: |

SECTION 3 – SYSTEM INFORMATION

SECTION 4 – PERMIT FEE

| Type of System | Fee Calculation | |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------|
| New construction with new NFPA 72 system | Base Permit Fee | \$200.00 |
| Existing construction with new NFPA 72 system | Number of Devices | |
| New construction with new monitoring only | Device Fee \$4.50 Each | |
| Existing construction with new monitoring | Total Amount Due | |
| Replacement of existing system (explain under scope of work) | Fee Payment: Payment link will be sent via the permit portal after initial application review. | |
| Modification to existing system (explain under scope of work) | | |
| Other: Explain under scope of work | | |

Scope of Work (Describe in detail work being performed)

SECTION 5 – APPLICANT ACKNOWLEDGMENT

I understand that my signature signifies my commitment to the accuracy and completeness of the information provided, and my compliance with all applicable regulations and requirements pertaining to this project. Furthermore, I acknowledge that any false statements or omissions may result in additional fees, delays, or other administrative actions as deemed necessary by the governing body overseeing this application.

Applicant Signature

Applicant Name (Print)

Date