

Roseburg Fire Department
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Fire Alarm System
Plan Review Submittal Checklist

Revised -6/2007

The fire alarm submittal checklist procedure describes the information needed to perform a complete plan review without delaying the project or creating a large correction letter.

I. GENERAL INFORMATION

- Project Description
- Owners' name, address, telephone, fax and e-mail numbers
- Project location, including street address
- Name, address, telephone number and contractor's license number
- Type Construction (Substitution using OSSC Section)
- Occupancy classification (Is this a required system?)

II. DOCUMENTATION

- Manufacturer's literature (specification sheets) of fire alarm system components
- Make, model, type, number and voltage of storage batteries for secondary power, ampere-hour rating and the battery calculations
- Number of indicating devices (Strobes, Horn Strobes, Horns)
- Number of initiating devices (Smoke, Heat, Manual Pull)
- Pre-recorded voice alarm systems
 - o A printed message indicating what the message will be transmitting upon alarm
- Voltage drop calculations of conductors for multiplexing systems
- Monitoring information of system
 - o Company
 - o Phone number
- UL listing number and certification

III. THREE SETS OF FLOOR PLANS

- Compass direction with North Arrow and clearly marked scale
- Ceiling construction with reflected ceiling plan indicated
- Full height cross section with reflected ceiling indicated
- Where applicable, a scaled cross-section representing the detector mounting locations for all door closers service
- Means of protection for alarm detection or signaling circuits from physical damage and/or current.

IV. SYSTEM INFORMATION

- Legend showing all symbols, device descriptions, size, type of outlet box and mounting heights
- Make, model, type and location of all the following:
 - Fire alarm control panels
 - Fire alarm annunciator panels
 - Automatic detection or signaling devices
 - Manual initiation devices
 - Candela/decibel rating of all audible and/or visual alarm devices
 - Fire department command centers
 - Door Closures, smoke dampers, HVAC shut-down devices, elevator recall devices, fire protection system monitoring devices or similar devices or equipment affecting buildings regarding fire protection equipment services
 - Off-premises reporting devices
- Where applicable, the various zone designations and the area they service
- Fire Alarm Control Panel manufacture's installation standards

V. MISCELLANEOUS INFORMATION

- Maximum number of detection devices allowed on:
 - Two-circuits
 - Four-circuits
- Location of sprinkler system water flow and tamper supervision, if applicable
 - Including all tampers in fire service vault
- Location of range hood fire suppression system discharge contacts, if applicable
- Primary power for fire alarm panel shall be supplied by a dedicated circuit. Breakers shall be marked fire alarm.
- The secondary power source and location
- The signal initiating circuits and wiring diagram, including calculations of all signal circuits for loads, wire sizes in AWG and length
- Location of end-of-line resistors

The configuration of the two separate transmission lines for all digital alarm communication transmitters