



## Gypsum Fire Protection District

### Fire Alarm System Submissions

- **As of July 1<sup>st</sup>, 2007 all Fire Alarm Submissions will be required to be signed by a NICET Level 3 or higher.**

**Fire Alarm System Submissions** for permit will fall under one of two categories: new installations or remodels.

- New installations or remodels of significant impact will require a full Submission for review. Remodels of limited scope, remodels of relatively minor impact and tenant finishes may be submitted in the form of a “Scope of Work” application. If you are unsure about your project, you may call us to discuss the project.
- The following documents are to be included in the Submission with the exception of the permit fee schedule: 1)Application Form 2)No Work Without Permit Form
- To ensure your Submission is complete and can be processed in the shortest time possible, please review the following fire alarm checklist.
- All Submissions must be delivered to Justin Kirkland at the Gypsum Fire Protection District offices located at 511 Second Street, Gypsum, CO 81637. Submissions may also be mailed to PO Box 243, Gypsum, CO 81637.
- **We will not accept incomplete Submissions. All incomplete Submissions will be returned without review.**
- **Submissions which have been reviewed, rejected and returned to the contractor will be subject to a re-Submission fee.**
- **Please Note:** No work of any kind on any project will be allowed until the Gypsum Fire Protection District has issued a permit for the project. Any work done without a permit will be subjected to fines of four times the permit fee plus the actual permit and review fees.
- Gypsum Fire Protection District– Fire Prevention will make every effort to review, comment, and issue approval on complete Submissions within 10 working days. More complex or special use projects may require a longer review process. Please plan your project accordingly.
- Reviews beyond a normal scope will be forwarded to our Fire Protection Engineer for review at a set hourly rate. You will be advised of this and invoiced for charges including shipping. Any such charges must be paid in full prior to any rough or final fire alarm inspections.
- If you require a “rush review” the Submission will be forwarded to our Fire Protection Engineer. You will be invoiced at the hourly review rate for rush review, and any other charges including shipping. Any such charges must be paid in full prior to any field inspections.

## **Fire Alarm Plan Submission Check List**

Several forms require an original signature. All Submissions must be presented with original ink signatures. Faxes, emails, or copies without original ink signatures will be returned. Illegible materials will result in the return of the Submission for correction.

- If you are submitting under a Scope of Work permit, you must provide those materials with an asterisk (\*).
  - \*A completed permit form. All requested information must be provided.
  - \*A copy of the building permit.
  - \*A copy of the “No Work to be Done” form.
  - \*A copy of your local business license, if applicable.
  - \*A check or money order for the correct fee.
  - \*Complete battery calculations or a statement of impact of the project on existing systems.
  - \*Voltage drop calculations or a statement of impact on existing systems.
  - \*A complete set of manufacturer’s cut sheets for all devices used. A statement of compatibility may be required if using devices manufactured by several companies. All model types must be indicated on the cut sheets.
  - \*Identification – on the plans (or Scope of Work letter) – of the engineer of record and the system designer (including the level of training if applicable).
  - \*For Scope of Work projects: a complete and detailed outline of the work to be done, including anticipated relocation of devices, deletion or addition of devices (including number of devices) must be submitted. The letter must include information on the impact of system changes on existing battery or other back-up power supplies. Device compatibility must be documented.
  - At least one copy of the reflected ceiling plan.
  - At least one copy of scale interior elevations. Be sure all ceiling heights are called out.
  - At least one site plan.
  - At least three (3) complete sets of plans in ¼ inch scale.
  - Electronic copy of plans submitted via PDF for archiving.
  - At least three (3) complete sets of manufacturer’s cut sheets for ALL devices used. A statement of compatibility may be required if using devices manufactured by several companies. All model types must be indicated on the cut sheets.
  - Measured or estimated ambient sound levels used for design.
  - Once a Submission has been received, reviewed, and a permit issued, the permit holder may call for rough inspections as necessary for the project.

## Fire Alarm Rough Inspection

Any work done on a fire alarm project must be inspected. Usually these inspections will fall under one of two categories: fire alarm rough (construction) and fire alarm final acceptance. These inspections must be conducted regardless if the project is a new-construction fire alarm system or a “minor” remodel. Any questions regarding scheduling or conducting inspections should be directed to either Justin Kirkland or Wade Droegemeier.

- Requests for fire alarm rough inspections must be placed at least twenty-four (24) hours in advance.
- An approved set of plans and cut sheets **MUST** be available during the inspection. Should the job be a Scope of Work, an approved copy of the letter and appropriate cut sheets must be available. On all jobs, a copy of the signed permit must be present at ALL times.
- A representative of the fire alarm permit holder’s company, familiar with the job must be on-site and available to walk with the inspector. All necessary tools, personnel and equipment shall be present and available.
- Prior to calling for a Fire Alarm Rough Inspection, ensure that the following issues have been addressed:
  - All device locations are laid out per plans and NFPA 72, and all device boxes have been installed.
  - The correct size and type of fire alarm wire must be installed and visible for inspection.
  - All work has been done in accordance with the NFPA 70 (the NEC) and in a workman-like manner.
  - Please note: Smoke detectors or heat detectors are not to be installed during construction.
  - Any minor changes from approved plans are documented on a field copy (red lines) for review. Any major changes must have been submitted and approved prior to inspections.
  - Any work that has been inspected and changed must have been submitted for review and re-inspection.
- All inspections are based on the call-in information. Should an installation be denied, a re-inspect time will be rescheduled for a later time.

## **Fire Alarm Final Acceptance Inspections**

- A representative of the fire alarm permit holder's company, familiar with the job must be on-site and available to walk with the inspector. All necessary tools, personnel and equipment shall be present and available.
- Prior to final acceptance, all devices must have been checked and tested according to the manufacturer's instructions – the permit holder will have conducted a 100% pre-test of the system, and has programmed the system per Gypsum Fire Protection District and the sequence of operations requirements. A memo stating the system has been 100% pre tested must be available at the time of the inspection.
- Calls for final inspections must be made at least twenty-four (24) hours in advance.
- An approved set of plans and cut sheets **MUST** be available during the inspection. All as-builts or red-lines must be available for the inspection. Should the job be a Scope of Work, an approved copy of the letter and appropriate cut sheets must be available. On all jobs, a copy of the signed permit must be present at **ALL** times.
- Final acceptance testing is conducted concurrently with other life safety systems if present. It is the permit holder's responsibility to coordinate with other trades as necessary for final inspections.
- The construction site must be substantially clean and free of debris, minimal construction activity is present, and arrangements have been made to protect devices after the test have been made if necessary.
- There shall be no smoke detectors installed prior to final cleaning of the project. All detectors installed prior to final cleaning must be removed, cleaned and calibrated in accordance with manufacturer's instructions. Documentation of such must be submitted.
- All phone lines or other approved communications equipment must be installed and a copy of a monitoring contract must be made available for review.
- The call list has been submitted to the monitoring company and all signal types have been tested and verified prior to the acceptance test. The Fire Department Dispatch Center must be listed as first notified for water flow and alarm signals.
- The alarm 'sequence of operations' must be verified as correct by the permit holder.
- A Knox Box has been installed in an approved location and all necessary keys are on-site and have been physically tested.
- Any required paperwork issues have been resolved.
- The permit holder has completed and signed all required completion paperwork. For new systems and major remodels, an NFPA form of Completion is required. For Scope of Work projects, a signed, company letterhead stating that the work is complete and in accordance with that called out in the permit and has been done to code.
- Electronic copy of "As Builts" submitted in PDF format for Fire Dept archiving.

## **Fire Alarm Systems Annual Test and Inspection Requirements**

Fire Alarm Systems must be maintained and tested regularly. A quality maintenance program will increase the likelihood that the system will operate as it is designed in the event of a fire.

The Gypsum Fire Protection District requires fire alarm systems to undergo an annual test and inspection in accordance with NFPA 72. Upon completion of the inspection process and all repairs, the appropriate documentation must be completed and copies forwarded to the property owner, property management, and the Gypsum Fire Protection District – Fire Prevention.

Should discrepancies or conditions be found that prevent the system from operating as designed, repairs must be scheduled and completed in a timely manner. Major repairs or situations that require that the system be taken out of service for any reason must be reported to the Fire Marshal for review and approval prior to conducting the work.

All Annual Tests and Inspections must be recorded and submitted to the Fire District on the most current National Fire Protection Agency Inspection and Testing (NFPA) form. Other forms will not be accepted. If such forms are submitted they will be returned and the property in question will be recorded as not in compliance with code until such time the proper documentation is submitted.