

## **Fire Alarm Plan Review Submittal Requirements**

The following is a list of requirements for all plan submittals. Any information that is not provided may result in the plans being rejected and returned without review.

### **Application**

1. Completed Application Form with all fields filled-in.
2. Submittals (PDF containing all drawings, calculations, and specifications) emailed to [firemarshal@cityoftahlequah.com](mailto:firemarshal@cityoftahlequah.com)

### **50% Walkthrough**

3. One set of reviewed plans with the colorized stamps on it is required to be on site before the walkthrough.
4. One set of reviewed submittal brochure (Approved Plans) with the colorized stamps on it is required to be on site before the walkthrough.
5. Verify wiring is strapped up
6. Verify notification device back boxes are installed as per the reviewed plans
7. Verify initiating device back boxes are installed as per the reviewed plans

### **Final Walkthrough**

8. One set of reviewed plans with the colorized stamps on it is required to be on site before the walkthrough.
9. One set of reviewed submittal brochure with the colorized stamps on it is required to be on site before the walkthrough.
10. Verify a record of completion is filled out prior to the test
11. Verify communication lines are provided
12. Verify a monitoring agreements is signed
13. Verify all devices are installed
14. Verify a remote annunciator is located within 10' of the main entrance
15. Verify all smoke detectors are at least 3' from all diffusers
16. Verify all smoke detectors are at least 3' from the tip of all ceiling fan blades
17. Verify all duct detectors have the tubes installed properly. The tube shall have a cap on the end. The tube shall extend into the opening at least-  $\frac{3}{4}$  of the way.
18. Verify a remote test/indicator is provided for all HVAC units above 10'. Verify the duct detector is properly labeled and corresponds with the readout on the fire alarm panel.
19. Test the duct detector with smoke for functionality. A magnet only test the mechanism
20. Verify the breaker is labeled in red
21. Verify the electrical panel and breaker is identified in/on the fire alarm panel
22. Verify the location of the electrical room is identified in/on the fire alarm panel
23. Shut the breaker off to the fire alarm panel, should have an AC Loss
24. Disconnect the battery terminal, should battery loss
25. Disconnect the communication line, should have communication loss
26. Shut the power off to the fire alarm control panel at least 24 hours in advance
27. Verify the power is shut off to the fire alarm control panel
28. If a sprinkler system is installed, shut the control valve for a supervisory alarm, then test the initiating devices
29. Perform a function test for 5 minutes or 15 minutes accordingly
30. Verify the fire alarm control room is properly identified.
31. Verify a map showing the location of the fire alarm control panel, power supply, hvac units, fire sprinkler riser (if applicable), and Inspector's Test Valve (if applicable)

32. Flow water from the Inspectors Test Valve-Flow identified at panel within 60 seconds. If the alarm is more than 60 seconds adjust the flow switch setting. (if applicable)
33. A weatherproof horn/strobe is required to be installed in an approved location by the local AHJ (if applicable). The horn/strobe shall activate upon water flow only. (Not a smoke detector, pull station, duct detector, or hood suppression system)
34. Test the low air alarm-identified as trouble at panel. (if applicable)
35. Ensure that the pump is properly tested prior to being put in service. Obtain testing documentation in accordance with NFPA 20 at the time of final inspection. Ensure that the pump provides the following signals at the fire alarm panel: (if applicable)
  - a. Pump running
  - b. Phase Reversal
  - c. Loss of power
36. The drawings indicate that the system is being fed from an elevated tank that is located adjacent to the structure. Ensure that proper water levels and proper freeze protection are maintained as per the requirements set forth in NFPA 22 and as outlined on the drawings.
37. After the installation of the tank is complete, and prior to placing the tank in service, a representative of the tank contractor and a representative of the owner shall conduct a joint inspection of the tank. Written reports of tank inspections shall be made in triplicate.  
**A copy that has been signed by the contractors and the owners shall be provided to our office and another copy must be maintained on site and available for review by the field agent during inspection. A certificate of occupancy will not be granted until the documentation has been provided to the agent for review.**
38. A supervisory signal-initiating device for other than pressure tanks shall initiate a low-water level signal when the water level falls 12 inches. Ensure that a low water level supervisory device is provided and properly wired to the fire alarm panel.
39. A temperature supervisory device for a water storage container exposed to freezing conditions shall initiate two separate and distinctive signals. One signal shall indicate a decrease in water temperature to 40°F and the other shall indicate its restoration to above 40°F. Ensure that the temperature of the water is properly supervised.
40. Verify the alarm was received by the monitoring company and dispatch.
41. Verify the appropriate tag is placed on the fire alarm control panel with the correct information
42. Verify a green tag is placed on the fire alarm control panel