



Fire Alarm Permit Application



Redmond
WASHINGTON

redmond.gov/Prevention

Updated Aug 1, 2022 to the 2018 International Fire Code

APPLICANT INFORMATION

Standard Fire Alarm Permits: The permit applicant shall be UL UUFX listed or the ETL or FM equivalent for central station service. The applicant shall be either the prime contractor or an alarm contractor with written approval from the prime contractor. There shall be only one prime contractor at a time for a system. The prime contractor is identified on the FAOP and is legally responsible for the system.

All businesses operating in the City of Redmond including fire alarm companies shall have a valid COR business license.

Quick Start Permits: Quick start permits shall not involve an FACU, control unit, annunciator, transmitter or any special systems (for example, VESDA, pre-action, clean agent systems) in their scope. Quick starts are allowed for fire alarm modifications to kitchen hood systems. Apply for a quick start permit online at www.redmond.gov/REPS.

A fire alarm permit submittal includes plan review (if required) and two inspections per inspection type. Additional inspections are subject to reinspection fees. After-hour plans reviews and after-hour inspections may also be requested but are subject to after-hours fees and reviewer/inspector availability. Please see the Redmond Fire Department fee schedule for additional details.

APPLICANT INFORMATION

Name: _____ Company Name: _____

UL, FM, ETL Listing Number: _____ Is the Applicant the Prime Contractor? Yes No

Mailing Address: _____

City, State, Zip: _____ Phone: _____

Email Address: _____

CONTRACTOR INFORMATION

Contact Person: _____ Company Name: _____

Mailing Address: _____

City, State, Zip: _____ Phone: _____

Email Address: _____

State Contractors License #: _____ Expiration Date: _____

Redmond Business License #: RED _____

SITE INFORMATION

Site Address: _____ Project Name/Tenant: _____

Associated Permits: ELEC-20 _____ BLDG-20 _____

Property Owner: _____

FAOP Prime Contractor: _____

FAOP Number: _____ FAOP Expiration Date: _____

DESCRIPTION OF WORK

FIRE ALARM DESIGNER

Per WAC Requirements the fire alarm designer must hold at least one of the following: **1)** NICET level III, **2)** ESA/NTS CFAD Level III, **3)** WA License as a Professional Engineer. The designer's signature and certification shall be on all pages. Designer must be part of RFDS 9.0 and NFPA 72 26.3 compliant contractual arrangement.

Designer: _____ Email Address: _____

Company Name: _____ Phone: _____

Mailing Address: _____ Certification Type: _____

City, State, Zip: _____ Certification Number: _____

SCOPE OF WORK & FEE INFORMATION

Provide device counts for all fire alarm components being installed, moved, or removed. Fees will be based on the total number of devices, with control panels, transmitters and power supplies billed separately. Please see the current Redmond Fire Department fee schedule for details.

- New System.** This applies to new systems in new buildings and to fire alarm upgrades in existing buildings where the entire building is being upgraded to meet current codes and standards. If this does not apply then check "System Modification" below. Choose one or the other for fee purposes. FCO will determine which is applicable at completeness check.
- System modification.** See above.
- Fire Alarm Control Unit.** Only one main FACU allowed per building. If the scope includes a FACU, it is a new system.
Alarm sub-panels (e.g. pre-action or clean agent releasing panels) feed as a power sub panel. Replacing or modifying cards or components of a FACU may be treated as replacing the entire device. Do not include FACU in device count.
- Transmitter.** Only one per building and each building must have its own transmitter. The transmitter must be included in the scope for a new system, though it may be installed by a qualified sub-contractor. Do not include transmitter in device count.
- Cellular Radio (AES) Other (requires prior FCO Approval)
- Alarm Power Sub-Panels.** There is a fee per power sub panel or NAC. Do not include these sub-panels in the total device count.
Power supplies (such as NAC panels): _____
Sub panels (such as a pre-action, clean agent or VESDA panels): _____
Alarm Power Sub-Panel Count: _____

Indicate the number of each type of device:

- | | |
|---|--|
| ___ Audio and/or visual devices | ___ Relays or monitoring modules (such as a water tamper, kitchen hood, DAS alarm point) |
| ___ Cards or modules (DACT, SDACT, IntelliTap) | ___ Line-type detectors, per continuous device |
| ___ Detection devices (such as smokes or heats) * | ___ Other devices (an alarm device not otherwise defined, or as per the FCO) |
| ___ Manual initiation devices * | |
| ___ Sprinkler system initiation and monitoring | |
| ___ Remote annunciators | |
| ___ Magnetic hold-open devices | |

** If only a FACU is replaced and the addition of a smoke and a manual pull are required, these devices shall not count for the purpose of calculating plan review and permit fees.*

Device Count : _____

Device count does not include FACU, transmitter or alarm power sub-panels.

ELECTRONIC PLAN STANDARDS

File Naming Standards:

Electronic plans and documents shall be named as specified in **bold type** under the submittal checklist. For example, the plans must be named "**Plans**".

Acceptable File Types:

Plans, calculations, specifications, and supporting documents shall be uploaded as PDF files.

Plan Sheet Standards:

All plans shall be drawn to scale, as identified in the checklist, and each sheet shall state the scale.

Document Orientation:

All plans must be uploaded in **landscape** orientation. All other documents can be in portrait format.

SUBMITTAL CHECKLIST

The following items are required at the time of application for fire any fire alarm permit that does not qualify as a quick start. This would include any alarm work involving the installation of new systems, or modifying existing systems. In addition to the below checklist, any item listed in NFPA 72 7.1 may be required before a permit is accepted for review as per the FCO. **Note:** Submittals must include all items identified in the Redmond Fire Department Standards (RFDS). Failure to provide any necessary information may result in rejection of your application.

- Completed permit **Application**
- Compliant **Central Station Service** arrangement (must comply with NFPA 72 26.3.3)
 - If a new system, provide proof of **Prime Contractor's Qualification** (UUFX-tier UL listing or ETL/FM equivalent). A valid FAOP is required prior to fire alarm final inspection.
 - If modifying a system and the applicant is the prime contractor, include valid **FAOP**. If unable to provide a valid FAOP at time of applicant submittal, a valid FAOP will be required prior to fire final.
 - If the applicant for the system modification is not the prime contractor, provide a valid **FAOP** and a **Letter of Authorization** from the prime contractor.
 - If there will be a **Change of Prime Contractor** as a part of this fire alarm work, include a letter from the subscriber (the responsible party for the building) indicating 1) the date when the previous prime contractor's service is ending and when the new prime contractor is taking over 2) the new prime contractors proof of qualification 3) the new central station service contractual arrangement. A new FAOP is required prior to fire alarm final inspection.
- Complete NFPA 72 compliant set of **Plans**:
 - A site plan with a scale no smaller than 1": 50' showing the area surrounding the building worked on
 - Cover sheet must indicate compliant Central Station Service arrangement showing company responsible for: 1) Service company acting as Prime Contractor; 2) Monitoring, retransmission of signals; 3) Record keeping and reporting; 4) Installation; 5) Testing and maintenance; 6) Runner service
 - Shop drawings at 1/8" = 1' 0" showing the scope of work with devices, wiring, end-of-lines, etc.
 - Zone map. Required for new systems, or as per FCO. See page 4 or RFDS 9.0 for details.
 - Complete input/output matrix with input signals labeled by signal types (alarm, waterflow, supervisory, trouble, special system). Include signal grouping information. Show all inputs and outputs for the fire alarm system, including those that are existing and those not proposed to be modified.
 - Summary of work indicating the codes and standards used and scope of work. Make note of devices that are required and any devices being added that are not required by code. Voluntary equipment must be installed as if required. Indicate scope of work to completed by subcontractors.
 - Battery calculations and voltage drop calculations for each indicating device circuit.
 - When scope of work includes riser wiring, a riser diagram is required, include the listing of the wire and fire resistance ratings of raceways and risers.
- Set of manufacturer **Cut Sheets** on all equipment (clearly mark the specific model of equipment used).

ATTESTATION

The applicant is required to sign this application verifying that this fire alarm permit submittal is in accordance with all applicable codes and standards. The following highlights major requirements but is not a comprehensive list.

General Requirements

- See current version of Redmond Fire Department Standard (RFDS) 9.0 on alarms as well as the IFC and NFPA 72.
- Fire alarm systems are required in all new buildings and structures where there is a required sprinkler system, except in one - and two-family dwellings as defined in the International Residential Code, or as per RMC 15.06.013.
- Each building allowed only one approved FACU and transmitter per building, or as per RFDS 9.0.

Contractor Requirements

All fire alarm systems in the City of Redmond must be designed, installed, maintained, and monitored per RFDS 9.0. Compliance with NFPA 72, 26.3 Central Station Service required.

- One qualified prime contractor must be identified for each fire alarm system. The prime contractor shall:
 - ◆ Hold a UUFEX (full service or local service central-station) listing from UL or an equivalent from FM or Intertek/ETL.
 - ◆ Be contractually responsible for providing compliant service for the six required elements: 1) Installation of alarm transmitters 2) Alarm, supervisory, and trouble signal monitoring 3) Retransmission 4) Associated record keeping and reporting 5) Testing and maintenance 6) Runner service
 - ◆ As per RFDS 9.0, runner service must be provided by a listed alarm company by UL, FM or Intertek/ETL. Compliant runner service must provide 24/7 availability of a runner able to arrive at a premise within two hours. Runners must respond to supervisory and trouble signals as well as when requested by a FCO or an on site responding fire crew.
- All design, installation, maintenance and monitoring of the system shall be the responsibility of the prime contractor or a qualified party authorized by the prime contractor and allowed by NFPA 72 26.3.
- Testing/maintenance qualifications: All inspection, testing, maintenance and programming not defined as "electrical construction trade" by chapter 19.28 RCW shall be completed by a NICET II or ESA/NTS Certified Fire Alarm Technician (CFAT) Level II Fire.
- Design review qualifications: All construction documents shall be reviewed by a NICET III, an ESA/NTS Certified Fire Alarm Designer (CFAD) Level III Fire in fire alarms, or a licensed professional engineer (PE) in Washington.

Permit Submittal Requirements

- See RFDS 9.0 for information on fees, central station, modes of work, permitting, design requirements and field testing.
- Matrix: A complete input/output matrix (sequence of operations), with inputs clearly labeled by *signal type*. Include *signal group* information. Alarm and waterflow signals shall be grouped by floor or area. All trouble and supervisory conditions may be grouped into a general trouble or supervisory signal per building. See RFDS for "signal programming requirements".
- Zone Map: For new systems and system modifications as determined by the FCO, a *Zone Map* that includes a sequence of operations matrix and floor plans showing all initiating devices on all floors shall be provided for review and approval for posting adjacent to the FACU at time of final inspection. If the shop drawings show initiating devices such that a layperson could identify what a device is and where it is, then the shop drawings may suffice as a zone map, as per FCO approval.
- See example Zone Map and included matrix on the City of Redmond's Fire Permits web page.

Notes from RFDS 9.0

- Valid FAOP must be on site one business day prior to scheduled fire final inspection or it will be cancelled.
- See RFDS 9.0 for requirements on readiness for inspection and requirement for valid FAOP prior to fire final inspection.
- Based on the scope of work, the FCO may require part or all of the fire alarm system to meet current codes and standards.
- FACU replacement will trigger specific requirements. See RFDS 9.7.
- See RFDS 9.0 for details on the four modes of work: normal, maintenance, emergent and after-hours.
- Consult RFDS 9.0 or contact Fire Prevention Help <FirePreventionHelp@redmond.gov> with questions.

I confirm that I have read the applicable code and standards and verify that the system has been designed to and will be installed in accordance with the requirements of NFPA 72 and Redmond Fire Department Standard 9.0. I understand that all applicable codes apply. Errors and/or omissions on the plans shall comply with City of Redmond ordinances and laws of the State of Washington.

FIRE ALARM DESIGNER NAME

APPLICANT NAME

APPLICANT SIGNATURE