



## ELECTRONIC PLAN STANDARDS

### File Naming Standards:

Electronic plans and documents shall be named as specified in **bold type** under “Permitting Requirements”. For example, the plans must be named **“Plans”**.

### Acceptable File Types:

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

### 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 in the horizontal position. All other documents can be in portrait format.

## STANDARD SUBMITTAL CHECKLIST

**Note:** The **standard permit** application shall be used for new systems or for modification of **more than 25 field devices** on existing systems, and/or for installation or relocation of a fire alarm control panel or transmitter, and/or for any modification of an existing system that doesn't have a third-party listing certificate.

- Completed permit application
- Copy of fire alarm company's third-party listing certificate. For existing systems, this must be available at the time of application. For new systems, this will be required at final.
- Complete set of **plans**
  - Plans shall include a site plan of no smaller than 1":50' scale
  - Note on the face of the plans the contractually responsible parties for the following:
    - Monitoring, retransmission of signals, associated record keeping, & reporting of signals
    - Installation
    - Testing and maintenance
    - Runner service
- Copies of manufacturer's **cut sheets** on all equipment to be used (specify the model of equipment)
- Battery calculations**
- Voltage drop calculations** for each indicating device circuit
- Proposed **zone map** (zone map requirements can be found at [www.redmond.gov/prevention](http://www.redmond.gov/prevention) under “Quick Links,” “Forms and Fire Codes/Standards”)
- Letter of authorization** from the holder of the third-party listing certificate if the holder is not the contractor

## QUICK START SUBMITTAL CHECKLIST

**Note:** The **quick start permit** application shall be used for installation or modification of **25 field devices or less** on fire alarm systems that have a current third-party listing certificate. **A quick start fire alarm permit shall not be used for modifications involving a fire alarm control panel or transmitter;** a standard fire alarm permit shall be used instead.

- Completed permit application
- Copy of fire alarm system's **third-party listing certificate**. Please ensure that a copy remains on-site at the panel
- Plans** set for field reference with a description, the location, and the scope of the project
- Set of manufacturer **cut sheets** on all equipment to be used (clearly mark the specific model of equipment used)
- Letter of authorization** from the holder of the third-party listing certificate if the holder is not the contractor

**Note:** Submittals must include all items identified in the Fire Department Standards. Failure to provide any necessary information may result in rejection of your application.

**I verify that the system has been designed and will be installed in accordance with the requirements of NFPA 72 and RFD Standard 9.00. 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