



Fire Alarm Permit Application

Updated April 24, 2020



APPLICANT INFORMATION

New system: The applicant must be qualified and the prime contractor.
Modifications: The applicant must be the prime contractor unless approved by a fire code official. Written authorization from the prime contractor will be required.

Name: _____
 Company Name: _____
 Company Listing Number: _____
 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 _____

Office Use Only

FIRE-20 _____
 ACCEPTED BY: _____ DATE: _____

TYPE OF PERMIT

Standard submittal

New system or significant alteration
 Modification to existing system (over 25 devices or includes a fire alarm control panel or transmitter)

Quick start (Up to 25 devices with no transmitter):
 Apply on the [Redmond ePermitting System](http://www.redmond.gov/REPS)
 (www.redmond.gov/REPS)

SITE INFORMATION

Site Address: _____
 Project Name/Tenant: _____
 Associated Permits: ELEC-20 _____
 (if applicable) BLDG-20 _____
 Property Owner: _____
 Proof of Central Station Service
(New systems: Required at final. Indicate intended type)

UL certificate City of Redmond FAOP
 ETL certificate FM placard

Certificate Holder: _____
 Certificate Number: _____
 Certificate Expiration Date: _____

DESCRIPTION OF WORK

FIRE ALARM DESIGNER

Per WAC 51-50-0907, fire alarm designers must hold either a NICET level III or IV certification. Include the designer's signature and NICET certification number on all pages of the plan set.

Designer: _____ Email Address: _____

Company Name: _____ Phone: _____

Mailing Address: _____ NICET Certification #: _____

City, State, Zip: _____ Level III Level IV

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 fire alarm control panels and transmitters billed separately. Please see the current Redmond Fire Department fee schedule for details.

- Fire alarm control panel
 Transmitter (must be included in any application for a new system or significant modification)
- Cellular Radio (e.g. AES) Other (must have prior approval by a fire code official)

Using a phone line or the internet as a transmission method is not currently allowed.

Total number of devices: _____

Indicate the number of each type of device:

- | | |
|---|--|
| _____ Secondary control panels | _____ Supervisory switches |
| _____ Power supplies | _____ Secondary address points |
| _____ Visual notification devices | _____ Line-type detectors, per continuous line |
| _____ Audible notification devices | _____ Magnetic hold-open devices |
| _____ Combination audio/visual notification devices | _____ Air aspirating-type detector, e.g., a VESDA system
(count each pipe, control unit, and panel) |
| _____ Beam detector system devices | _____ Relays or monitoring modules, e.g. for commercial
cooking hoods, heat trace, ERRS/DAS |
| _____ Remote power supplies | _____ Spot detectors* |
| _____ Remote annunciators | _____ Manual initiating devices* |
| _____ Tamper switches | _____ Other alarm devices |
| _____ Valve closure switches | |
| _____ High/low pressure indicator switches | |

*If only a fire alarm control panel is replaced and the addition of an automatic smoke detection device and a manual initiating device are required, these devices shall not count for the purpose of calculating plan review and permit fees.

A fire alarm permit submittal includes plan review (if required) and two inspections. 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.

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.

QUICK START PERMITS

A quick start permit may be obtained for the installation or modification of **25 field devices or less** on fire alarm systems that have a current third-party listing certificate and **do not involve a fire alarm control panel or transmitter**. Quick start permit applications must be submitted via the Redmond ePermitting System (REPS) at www.redmond.gov/REPS.

SUBMITTAL CHECKLIST

The following items are required at the time of application for permits for new fire alarm 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 does not have a third-party listing certificate.

- Completed **permit application**
- Proof of central station service** (must comply with NFPA 72 26.3.3)
 - A copy of the fire alarm system's **current third-party listing certificate** (for new systems, see *Required for New Systems or Significant Changes* below)
 - If the applicant for the system modification is not the prime contractor, a **letter of authorization** from the prime contractor.
- Complete NFPA 72-compliant plan set**
 - A **site plan** with a scale no smaller than 1": 50'
 - A list of the **contractually responsible** parties on the face of the plans:
 - Prime contractor
 - Monitoring, retransmission of signals, associated record keeping, & reporting of signals
 - Installation
 - Testing and maintenance
 - Runner service
 - Shop drawings** at 1/8" = 1' 0" showing the scope of work with devices, wiring, end-of-lines, etc.
- Set of manufacturer **cut sheets** on all equipment to be used (clearly mark the specific model of equipment used)
- Battery calculations**
- Voltage drop calculations** for each indicating device circuit

REQUIRED FOR NEW SYSTEMS OR SIGNIFICANT CHANGES

- (*New systems only*) **Proof of prime contractor's qualification** (UUFX-tier UL listing or ETL/FM equivalent). A third-party listing certificate will be required before approval of the fire alarm final inspection may be given.
- A **zone map** that includes the two items below. The zone map must be posted by the fire alarm control panel before the final inspection. See page 4 for details. An example may be found at www.redmond.gov/934.
 1. Complete **sequence of operations** with inputs grouped by the required alarm programming zones.
 2. **Floor plan** showing building layout and locations of all initiating devices and alarm/annunciating panels.
- When applicable, a **riser diagram**. If required, include the listing of the wire and fire resistance ratings of raceways and risers.

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.

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 of what is necessary.

System Requirements

- 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. (Redmond Municipal Code 15.06.013)
- Each building may have only one approved panel and transmitter per building. Transmitters may use any of the transmission methods listed in Redmond Fire Department Standard 9.0. Most alarms in Redmond use a radio (AES).

Contractor Requirements

All fire alarm systems in the City of Redmond must be designed, installed, maintained, and monitored per the requirements in NFPA 72, 26.3 Central Station Service. This includes the following:

- One qualified prime contractor must be identified for each fire alarm system. The prime contractor shall
 - ◆ Hold a UUFX (central-station protective signaling service) listing from UL or an equivalent from FM or Intertek/ETL.
 - ◆ Provide central station service using one of the four listed models.
 - ◆ Be contractually responsible for providing compliant service for the six required elements:
 1. Installation of alarm transmitters
 2. Alarm, guard, supervisory, and trouble signal monitoring
 3. Retransmission
 4. Associated record keeping and reporting
 5. Testing and maintenance
 6. Runner service
- The monitoring of the system shall conform to NFPA 72 26.3.8.1, including the following:
 1. The monitoring company will retransmit alarms to NORCOM within 90 seconds
 2. A qualified runner shall respond to the protected premises within 2 hours of receiving supervisory signals.
 3. A qualified runner shall respond to the protected premises within 4 hours for trouble signals.
 4. If system monitoring is discontinued or if an interruption in service lasts more than 8 hours, a written notice will be sent to ConfidenceTestReports@redmond.gov.
- 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.
- Per WAC 51-50-0907, the fire alarm design shall be stamped by a NICET III- or IV-certified individual. Technicians performing inspection, testing, maintenance, and programming not defined as electrical construction trade by chapter 19.28 RCW must be, at a minimum, NICET II-certified.

Permit Submittal Requirements

- Permit submittals for new systems or significant changes shall include a zone map that must be posted by FACP before final alarm inspection.
- Label all pages "Zone Map" and include a description of the geographic zone (e.g., floor level).
- The zone map must be comprised of two components:
 1. **Floor plans** (example available at www.redmond.gov/934)
Show all initiating devices, alarm panels, annunciators, and any other important landmarks. Ensure the plan is legible and allows a reader to quickly identify and locate initiating devices.
 2. **Sequence of operations** (example available at www.redmond.gov/934)
 - A. Group the matrix inputs by the five RFDS 9.0-required alarm programming zones:

i. Alarm (e.g., heat and smoke detectors)	iv. Trouble
ii. Waterflow, not including tamper	v. Special systems (e.g., hood systems, pre-action systems)
iii. Supervisory	
 - B. Alarms and waterflows must be grouped by geographical area or floor.
 - C. Devices shall be programmed to come in with specific descriptions at the fire alarm control panel, e.g., "Floor 4 Smoke Alarm – Corridor Smoke 4231 by Unit 436".
 - D. Device descriptions, as received by the central station, shall be brief, e.g., "Floor 4 Smoke Alarm".
- For new fire alarm system installations or when required by a fire code official,
 - ◆ The applicant on the fire alarm permit must be qualified and the prime contractor.
 - ◆ The scope of the permit must include the entire fire alarm system in one permit, including the FACP and the transmitter, even if the transmitter will be provided by another listed company.
 - ◆ When a company other than the prime contractor proposes installing any fire alarm equipment, such as a listed subcontractor installing a transmitter, the plans shall clearly identify that equipment and the installing company.

Per RFDS 15.0, preventable fire alarms resulting from the installation or testing of an alarm system may incur fees. Please see the Redmond Fire Department fee schedule for additional information.

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