



Building Division
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Fire Alarm Checklist

This checklist is for the design, construction and installation of a fire alarm system. The submittal must include the following items and show compliance with the current edition of the Florida Building Code (FBC), National Electrical Code, and NFPA 72, National Fire Alarm and Signaling Code.

GENERAL REQUIREMENTS:

<input type="checkbox"/>	PERMIT APPLICATION – Apply online at www.PermitGNV.com - Do not upload construction documents to PermitGNV. All construction documents must be submitted to ProjectDox for review, which you will receive access to <u>after</u> the permit application is applied for and paid.
<input type="checkbox"/>	SUBMITTAL QUALITY – <ul style="list-style-type: none"> • File names must clearly identify the content and/or be named with the sheet number and title. • All files must be clear & legible. “Optional” details must be marked off or voided, if not used. • All files must be orientated properly w/out requiring further rotation to read. • All files must have a 4" x 4" blank area at the top-right corner of the page reserved for City Seal. • Drawings must include owner's name & project address. • Drawings must be drawn to an approved scale or show the dimensions of all rooms/areas. • Drawings must be submitted as individual files. Min. drawing sheet size 11"x17" - No Max.
<input type="checkbox"/>	DESIGNER OF RECORD - Designer’s name, signature, and license number (if applicable) must be shown on the drawings. If created by a licensed architect or engineer, the drawings and documents must be digitally signed as required by Florida Statute.

SUBMITTAL REQUIREMENTS:

<input type="checkbox"/>	Fire alarm plans submitted for building permit issuance must identify how the project complies with the simplified permitting process in section 105.3.1.2 of the Florida Building Code, provide documentation that the cost of the fire alarm system is less than \$5,000, or be signed and sealed by a state registered engineer and provide all of the information identified in section 61G15-32.008 of the Florida Administrative Code.
<input type="checkbox"/>	Fire alarm plans submitted for issuance of the fire alarm permit shall comply with any previously approved fire alarm engineering documentation that was submitted with the plans for the building permit. If prepared by a licensed contractor, these documents do not require the seal of a Florida licensed engineer. If prepared by a licensed engineer other than the engineer who prepared, signed, dated, and sealed the Fire Protection System Engineering documents, that engineer shall additionally meet the requirements of Rule 61G15-27.001, F.A.C., Procedures for a Successor Professional Engineer Adopting as His Own the Work of Another Engineer.
<input type="checkbox"/>	Fire alarm plans submitted for issuance of the fire alarm permit shall comply with the requirements for shop drawings in sections 7.4.4, 7.4.5, 7.4.6, 7.4.7, 7.4.9 and 7.4.10 of NFPA 72. Plans shall show the intensity of all visual notification appliances (strobes). The designer shall assign a unique device number to ALL fire alarm devices as required by section 69A-48.007 of the Florida Administrative Code and shall show that device number on the floor plan.
<input type="checkbox"/>	Provide battery calculations for all control panels, power extender panels, dialers, etc.
<input type="checkbox"/>	Provide submittal data for all devices to be installed.