

VILLAGE OF ELK GROVE VILLAGE FIRE ALARM PLAN SUBMITTAL CHECKLIST

This checklist is an effort to help provide a uniform approach for the design community and to provide owners and fire alarm designers with complete fire alarm design and submittal package requirements. By including all of the necessary information requested it is the intent of this document to provide efficient and appropriate turnaround of the plans submitted.

Please note the following important information regarding the installation, renovation, addition, and/or maintenance of any fire alarm system:

- It is the responsibility of the installer/designer to assure that all applicable Code requirements are followed. (Review the [Village Code](#) to find the current standards.)
- No installation work shall be performed until the plans have been reviewed and approved.
- Plan reviews are completed within 5-10 business days.

CHECKLIST (All plans submitted must contain the following)

- Proof of Contractor's license to be able to work within the Village limits (UL Certified).
- Must be certified electrician to install Fire Alarm System, must be licensed to install Fire Alarm Systems.

FIRE ALARM DRAWINGS

- The scaled drawings need to be clear, legible and understandable. They must be of a fire alarm design only and must include the following:
 - Title block to include the following information: Property name and address, Alarm Company name and address, date of drawing with space for revision dates, classification of the system per NFPA 72 1.3.1, who drew the drawing, the scale of the drawing, label the drawing as Fire Alarm System Standard or Addressable, Number of pages of the drawing.
 - A legend of Fire Alarm System located on one sheet to indicate the type of device installed.
 - A point-to-point wire diagram indicating the number of wires and gauge for each wire run. Include EMT size when appropriate. Include a statement in the installation notes under the symbols legend indicating the type of wire and gauge for each circuit.
 - An on line and riser diagram for all devices, notification circuits, auxiliary circuits, initiating circuits, and circuit designation.
 - Include overall dimension of the building on each floor and square footage. Ceiling heights and ceiling construction must be identified on the drawings.



CALCULATIONS

- Wire size, type, and resistance value
- Voltage drop calculations
- Battery calculations (minimum 60 hour battery back up)

SPECIFICATION SHEETS

Please provide cut sheets for all devices installed.

- FACP - Type, Listing, Current Draw
- Batteries – Type, Listing, Current Draw
- Smoke Detector – Type, Configuration, Spacing, Current Draw
- Heat Detector – Type, Configuration, Spacing, Current Draw
- Shunt Trip Heat Detector – Type, Rating, RTI-elevators
- Duct Detectors – Switch located on Fire Alarm panel (reset stations need to be located near the panel)
- Manual Pull Stations – Type, Configuration
- Audible Appliances – Type, Rating, Power Tap
- Alarm Temporal Pattern
- Visual Appliances – Type, Configuration
- Protective Covers – Type, Attenuation
- Water Flow Devices – Type, Configuration
- Supervisory Device – Type, Configuration
- Synchronization Module – Type, Current Draw
- Sequence of Operation
- Class and Style of Signaling Line Circuits
- Class and Style of Notification Appliance Circuits

ADDITIONAL SUBMITTAL INFORMATION REQUIRED

- UL listed Remote station (Northwest Central Dispatch)
- Graphic Map with initiating device locations
- Measured or ambient sound levels used
- Alarm signal devices shall produce a sound that exceeds the Average Ambient Sound Level Table (NFPA Standard 72)
- A Record of Completion – shall be prepared and submitted at final inspection (Record of completion can be found in Section 1-6.2 in NFPA 72)
- A stamped set of plans and cut sheets approved by the Fire Village shall be available at the work-site at all times



ROUGH INSPECTION

A rough inspection of all fire alarm wiring shall be done by the Village of Elk Grove Village Inspectional Services Division prior to the installation of drywall and/or ceiling materials.

FINAL INSPECTION

No acceptance testing will be conducted prior to completion of construction. A minimum of 2 working days is required to schedule test.

Final acceptance is subject to Field Inspection (appointment required). No testing will occur until all communicators are operational and being monitored. Contractor must supply NFPA 72 worksheet at the time of the fire alarm acceptance test.

The contractor must provide the Village of Elk Grove Village Inspectional Services Division with a certificate stating that the fire protection systems are installed in full compliance with NFPA standards, IBC/IFC requirements, and that all acceptance tests have been conducted. This certificate must be presented to the Fire Inspector at the time of the final acceptance test for the system.

