

# Fire Alarm Permit Electronic Submittal Checklist

The following Fire Alarm Permit Electronic Submittal Checklist is required information for electronic fire alarm permit review. Use of this form does not guarantee that plans will be accepted on the first submittal, but will aid in reducing the number of resubmittals required due to lack of information or conflicting information being provided. **This checklist should not be considered to be all inclusive. Additional information may be required. Use of this checklist will not eliminate the requirement for a good knowledge and understanding of NFPA 72, National Fire Alarm and Signaling Code, and/or NFPA 70, National Electrical Code.**

The following information is required for electronic review of fire alarm plans prior to issuance of the fire alarm permit:

- Apply for the permit either by mail, online, or in person. Verify that mail-in permit forms (if used) are correct and complete. (All addresses, license data, etc. are correct.)
- Include payment for permit fees. (When submitting by mail, contact the permit technician at (352) 334-5050 to determine the permit fees prior to applying. Do NOT submit plans by mail.)

Once the permit technician has generated your permit application in our system, you will receive an E-mail invite to upload your plans. While uploading: Plan drawings must be uploaded to the Drawings folder as single plan pages and should be named according to the National CAD naming standards. Multi-page documents such as battery calculations, and submittal data should be uploaded to the Documents folder as individual multi-page documents.

- Fire alarm plans shall show the following items:
  - Candela intensities of all strobe devices
  - Unique device numbers for **all** devices (horns, strobes, pull stations, smoke detectors, etc.)
  - Proposed* point to point wiring and *proposed* location of junction boxes.
  - Symbol legend showing the meaning of all symbols used.
  - Plans drawn to an approved scale or showing all dimensions.
  - Occupancy labels provided on all rooms.
  - Plans neat and professionally drawn.
  - Plans show the location of all devices. (initiating, notification, power supplies & panels, etc.)
  - Strobe locations in accordance with NFPA 72, 18.5.4.3.1(a) or (b).
  - Strobes provided in all common use areas
  - Plans signed and sealed by an engineer if system cost is more than \$5,000.00. Copy of signed contract if system cost is \$5,000.00 or less. (Please note that electronic plans require a digital signature.)
  - Fire alarm riser diagram showing the circuit arrangement of all devices (identified by device number).
- Provide battery calculations for **all** control panels, power extender panels, dialers, etc.
  - Use manufacturer's forms for calculations when available.
  - Check calculations to insure that all devices are accounted for.
  - Check calculations against data sheets to insure that all device values are correct.
  - Check calculations to insure that math is correct.
  - Check calculations to insure that circuits or panels are not overloaded or extenders required.
- Provide submittal data for all devices to be installed.
  - Initiation Devices (pull stations, smoke detectors, waterflow switches, etc.)
  - Notification Appliances (Horns, Strobes, Horn/Strobes, Speakers, etc.)
  - Control panels (FACP's, Communicators, power extender panels, etc.)
  - Other devices or components

I attest that the information noted above has been provided for review and approval and take full responsibility for its content.

\_\_\_\_\_  
Signature of contractor or contractor's representative

\_\_\_\_\_  
Date