



Fire Alarm Permit Application



TYPE OF PERMIT

- Standard
 New System Modification to Existing System
 Quick Start

Note: See page two for Standard and Quick Start Permit Submittal Checklist.

SITE LOCATION

Site address: _____
 Project name/Tenant: _____
 Associated Permits: _____
 Property owner: _____

Office Use Only	
PROJ: _____	DATE: _____
BLDG: _____	APP EXPIRES: _____
FIRE: _____	ACCEPTED BY: _____
PAYMENT METHOD: _____	TYPE: _____

APPLICANT INFORMATION

Applicant Owner Tenant Design Professional
 Contractor Other

Contact Person: _____
 Company Name: _____
 Mailing Address: _____
 City: _____
 State: _____ Zip: _____
 Phone: _____ Fax: _____
 E-mail: _____

FIRE ALARM DESIGNER NICET CERTIFICATION: LEVEL III LEVEL IV

Designer: _____ State Contractors License #: _____
 Company name: _____ Expiration Date: _____
 Mailing address: _____ Redmond Business License #: _____
 City: _____ Phone: _____ Fax: _____
 State: _____ Zip: _____ E-mail: _____

SCOPE OF WORK

Number of: Transmitters (T) _____ Control Panels (C) _____ or Both (B) _____ Power Supply (sub) _____
 Total Number of devices (detectors, horns, strobes, etc.) _____

When a fire alarm control unit 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.

DESCRIPTION OF WORK

ELECTRIC 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”** format in the horizontal position. All other documents can be in **“Portrait”** format.

STANDARD SUBMITAL CHECKLIST

Note: The **Standard Permit** application shall be used for new systems or for modification of **more than 25 devices** on existing systems, and/or for installation or relocation of a FACP or transmitter, and /or for any modification of an existing system that doesn't have a UL Certificate or FM Placard.

- Completed permit application
- 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 Manufacturers **“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 under “Quick Links,” Forms and Fire Codes/Standards)

QUICK START SUBMITAL CHECKLIST

Note: The **Quick Start Permit** application shall be used for installation or modification of **25 devices or less** on fire alarm systems that have a current UL Certificate or FM Placard.

- Completed permit application
- Copy of **“UL Certificate”**, **“FM Placard”** or **“Fire Operational Permit”**
- “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)

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.

DESIGNER OF RECORD NAME

APPLICANT NAME

APPLICANT SIGNATURE