

FIRE ALARM SYSTEM INSTALLATION REQUIREMENTS

Submittal requirements:

- Completed CCFD construction permit application
- One set of plans with required documentation per NFPA 72. Plans shall be wet-stamped and signed by a licensed/registered design professional. Scale may be either 1/4 or 1/8 inch.
- Manufacturer specification sheets and Office of the State Marshal listing sheets for all products and materials to be installed.
- All installing contractors shall have a California Contractor's License, a valid Worker's Compensation certificate, and a business license with the city of which you are installing. License and certificate numbers shall be included on the permit application.
- Installation may not begin until a permit has been issued. Projects which occur without a permit will be investigated and may be assessed a penalty fee charged at up to ten times the amount of the permit cost.
- There are four different types of fire alarm permits: New system or panel replacement, New fire sprinkler monitoring system, Existing system remodel or repair (5 or more devices), or Existing system minor remodel or repair (less than 5 devices).
- Permit fees are due upon pick up of plans and permit card. CCFD accepts payment in the form of check, cashier's check, or cash. Fees are indicated in the current CCFD Master Fee Schedule.

Design and plan requirements:

- Shall be designed and installed in accordance with NFPA 72. Local ordinance requirements shall also be incorporated.
- Acceptance Test and Certification. Upon completion of the installation, the fire alarm system and all fire alarm components shall be tested in accordance with NFPA 72. New fire alarm systems installed in commercial and multi-family buildings shall be U.L. Certified. The approved supervisory station shall also be a U.L. approved central receiving station. Name and address of monitoring company shall be provided on plans. Certificate shall be posted next to fire alarm control panel at time of final inspection.
- Provide detailed scope of job. Alterations to an existing system must indicate all existing conditions and proposed scope.

- Description, locations, and quantities of devices and other equipment shall be indicated.
- Matrix indicating sequence of operation.
- Point to point system wiring diagram.
- The remote annunciator shall be located at the main entrance to the building, or other location approved by Central County Fire Department.

Inspections:

- Inspections may be scheduled by calling Fire Administration at 650-558-7600. You must provide the project address, permit number, and the type of inspection to be scheduled. Office suite numbers or floor numbers shall be provided when applicable.
- For systems which are limited to sprinkler monitoring, a battery capacity test is permitted instead of the 24-hour test. Contractor must have a meter reader present for the inspection.
- A copy of the Record of Completion and Fire Alarm Certificate shall be provided to the fire inspector. A documents cabinet with copies shall be mounted near the fire alarm control panel.
- Any additional inspections necessary for the project will be charged separately as a phase inspection and billed per the assigned fire inspector hourly rate under CCFD Master Fee Schedule.
- A missed inspection or inspection canceled upon inspector's arrival will be billed at the current reinspection fee, as indicated in the CCFD Master Fee Schedule
- A copy of the approved CCFD-approved plans and original permit card shall always be kept on the jobsite or with the contractor. Inspection will not be conducted if either is not onsite, and a reinspection fee will be charged.
- Should as-built plans be required by the inspector, they shall be submitted BEFORE the final inspection.

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