



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
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Port Orchard, WA 98366
(360) 874-5533 • permitcenter@cityofportorchard.us

FIRE ALARM SYSTEM PERMIT APPLICATION

AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED

By checking the boxes below, you are indicating that all required information is present and that the submittal is “counter complete” and ready for review and subsequent approval. If upon review for technical completeness corrections to the design are necessary, the submittal will be placed on hold until the required information is submitted, and part or all of the submittal package may be returned to the applicant for correction and re-submittal prior to approval or permit issuance. No work shall be performed until plans are reviewed and approved, fees are paid, and all necessary permits are issued.

It is the responsibility of the designer/installer of record to assure all applicable code requirements are satisfied. The current adopted edition of the International Fire Code and the International Building Code, with local and state amendments, together with the adopted edition of NFPA 72: The National Fire Alarm and Signaling Code shall be the primary, but not all inclusive, resource documents for code requirements, design and installation standards. Additional requirements in the Port Orchard Municipal Code may also apply.

Construction Value (*bid price*): \$ _____

SUBMITTAL REQUIREMENTS: Check off items included with your submittal.

Unless otherwise noted, provide **two sets or copies** of each. If a signature is required, submit the original plus one copy. Application submittal packages shall include the following:

Completed Master Permit Application form with original signature(s).

Completed Fire Alarm Permit Application.

Proof of current license issued by the State of Washington. (*1 copy*)

Vicinity Map:

- Show the site address and location, nearest cross street and nearby buildings.
- Show the project location for a property with multiple buildings.
- Show the project location when located within a building with suites.

Original Design and Installation Drawings:

- Minimum size of 24” x 36”
- Drawn to an indicated scale (1/8” = 1’- 0” minimum)
- Containing the job title, site address and designer’s name, address, phone and fax numbers.
- Include the edition of NFPA 72 to which the system is designed and installed to.
- Clearly indicate the use and / or function of all rooms and areas.
- Show the location of all alarm-initiating, control, notification, annunciation or trouble signaling devices or equipment, device addresses.
- Show ceiling height, type of construction (Example: beams, joists, ceiling slope, drop ceiling, refer to NFPA 72 section 3.3.31 and 3.3.33) and elevations as needed to clearly indicate construction features.
- Show power connections – high and low voltage if applicable

Submittal requirements continued on next page →

- Provide a wiring diagram including point-to-point connections for all equipment (Do not include reflected ceiling, HVAC, or lighting on fire alarm plans.)
- Provide a legend clearly identifying all device symbols (NFPA 170 symbols are preferred.)
- Provide conductor types and sizes, including circuit class and style.
- Provide a complete list of points for addressable systems, and detection, evacuation signaling, annunciator zones.

Cut sheets or other necessary information for all devices and equipment:

- Device manufacturer, model number, operational requirements and limitations, listing information (per UL 864) shall be clearly identifiable or highlighted for sheets containing multiple devices.
- Listed compatibility with existing equipment (if applicable) shall be indicated.

System Calculations

- Battery calculations including a minimum 1.2 derating factor. Employee work areas with audible alarm coverage shall have a 20% extra capacity for ADA.
- Voltage drop calculations.

A single-line riser diagram of all devices, circuits, power connections and interfaces.

A Project Narrative

- Include design assumptions for detection and notification, current and projected occupancy type, scope of work, type of panel (addressable / zoned), and number of devices.

The interface of all fire safety control functions, including complete list of emergency control functions.

A Sequence of Operation / Alarm Matrix.

Name and contact information for the listed supervising or remote station.

If system layout is a performance-based design: include design parameters and values per NFPA 72, Appendix B.

Additional Submittal Requirements, as applicable:

- Plan or drawing revisions shall be submitted with changes clouded. Other changes or corrections shall be clearly identified.
- Zone maps may be required at the discretion of the AHJ.

STAFF USE - DO NOT WRITE BELOW THIS LINE

VERIFIED CONTRACTOR INFO: Contractor's License: _____ UBI: _____ Business License: _____
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PERMIT #'s FOR RELATED PROJECTS: _____

DATE ISSUED: _____ FEES: _____ RECEIPT #: _____ PERMIT #: _____