

FIRE ALARM SHOP DRAWING SUBMITTAL GUIDELINES

The Arizona State Fire Code requires the submittal of plans for any new construction, remodeling, alterations or additions to state and county buildings along with public, charter and private schools.

The Office of the State Fire Marshal must review the construction plans of ALL occupancy types in areas without a locally adopted Fire Code for compliance with the State Fire Code except residential dwellings of less than five units. When a local jurisdiction has a previous agreement with the Office of the State Fire Marshal, the plans only need to be submitted to the local jurisdiction.

Pursuant to A.R.S. §§ 34-461D and 34-462, state owned buildings and Community College buildings must comply with the locally adopted Fire Prevention Codes which supplement, or are more stringent than, the State Fire Code. State owned and Community College buildings may be subject to the dual review of the State Fire Marshal and the local jurisdiction with regard to fire safety issues. Other public buildings may be subjected to a dual review as well.

Note: NO construction shall commence until project plans have been reviewed, approved, and a state permit has been issued. Construction without a permit shall receive a Red Tag/Immediate Stop Work Order. A Stop Work Order will not be lifted until a Permit is issued and the contractor has paid a re-inspection fee.

SUBMITTAL GUIDELINES

- Plan submittals to the State Fire Marshal must include a minimum of **two** sets of plans with all required information, which shall include, **at a minimum**, the following:
 - Name and complete address of the facility
 - Name and address of installing contractor, their class of license and license number
 - If required, information for off-site monitoring (company name, address, certification, etc.)
 - Scaled site plan (if more than one building is to be alarmed)
 - Scaled floor plans of the building that identifies the use of each room
 - Location and type of each alarm device.
 - Location of all doors, windows and supply & return registers
 - Location of the fire alarm control panel and annunciators (if used).
 - Location of conduit or wire path
 - Wire schedule

- Fire alarm device symbol list
- Zone schedule for multi-zone systems
- Typical wiring diagrams for each device used on the system.
- Riser diagram indicating how each device is connected to the loop.
- Equipment list that indicates the quantity, manufacturer and model number of each device on the system
- Underwriters Laboratory, Factory Mutual, or other approved listing service cards for verification of cross listing of devices when not of the same manufacturer as the fire alarm control panel.
- Cut sheets for all equipment.
- Battery calculations, battery size supplied and voltage drops for the system.
- Buildings with anything other than smooth ceilings at 8 feet parallel to the finished floor must provide plans that contain a cross section detail which shows ceiling slope and/or locations and depth of beams.

****Include payment for the estimated permit fee amount, which may be made by cash or check. Checks should be made out to “The Department of Fire, Building and Life Safety” ****

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