

Plan Review Application Fire Alarm Permit

**PAGOSA
COLORADO**

Pagosa Fire Protection District
Division of Fire Prevention
165 N. Pagosa Blvd. Pagosa Springs CO 81147
970-731-4191 Fax: 970-731-4194

**FIRE
RESCUE**

Pagosa Fire Protection District Use Only

Date Submitted _____
Date Fee Received (if applicable) _____
Amount Received \$ _____
Plan Examiner _____
Permit Number _____

Date _____ **SUBMIT PLANS & APPLICATION TO: firemarshal@pagosafire.com**
Allow 21 days for review after a complete submittal

Fire Alarm Contractor: _____
Mailing Address: _____
Primary Contact: _____
Cell Phone: _____ Office: _____ Email: _____

Plan Review to be returned to:
Name: _____ Company: _____
Phone: _____ Email: _____

Type of Plan Submittal

| | | |
|--|--|---|
| 1 st Submittal Small Project (5 or less) | 2 nd Submittal Dedicated/Releasing | 3 rd Submittal (See Fee Schedule) New System or > 5 Devices |
|--|--|---|

Fire Alarm Devices

(Fire Alarm Control Panel, Remote Annunciator, Notification Appliances, Detection Appliances, and Releasing Modules)

Devices _____ # Relocated _____ # Deleted _____ # Added _____

New Install Tenant Improvement Alteration/Addition Retrofit

Required with Submittal:

PDF Copy (signed by the NICET III or PE designer/*unless 5 or less*) Battery Calculations Sequence of Operations
Matrix Product Specifications (PDF copy with specific products highlighted or indicated)

Calculated Fee:

New System/Alteration (more than 5 devices to an existing system):
\$200 + (Number of Devices _____ x \$2.00/Device) = TOTAL: _____
Small Project Alteration (5 or fewer devices – see attached 5-Device Letter Requirements):
\$50 + (No. of Devices Added/Deleted/Relocated _____ x \$2.00/Device) = TOTAL: _____
Dedicated/Releasing Function Fire Alarm System:
\$50 + (No. of Devices Added _____ x \$2.00/Device) = TOTAL: _____

Project Details:

Project/Site Name: _____
Physical Address: _____ Bldg./Suite/Floor: _____
Project Installer/Supervisor: _____ On-Site Phone: _____
Scope of Project: _____
Plans Designed by: _____ P.E./NICET # _____
Phone: _____ Email: _____
Project General Contractor: _____ Phone: _____
Email: _____
Project On-Site Supervisor: _____ Phone: _____
Email: _____
Owner: _____ Phone: _____
Email: _____



Pagosa Fire Protection District



Fire Alarm Plan Submittal Check Off Form

Project Title & Address: _____

Please submit all of the appropriate information including the specific information below. Make sure the information is specific to the fire alarm system and the Pagosa Fire Protection District's adopted Codes and Standards and/or Amendments. Incomplete or illegible information may cause the submittal to be rejected. The following list is not all inclusive. These are a list of commonly missed items. **Please check the items below indicating the information is provided. Missing or incomplete information shall cause the submittal to be rejected.** Submittal for *Permit requires NICET III Certification*. Include the signature and registration number of the NICET (National Institute for Certification in Engineering Technologies) designer or P.E.)

- 1. The following shall be included in the shop drawings – Submit 1 set of electronic, scalable PDF's and one hard copy**
This checklist shall be included in the Fire Alarm Submittal

- | | |
|---|---|
| Plans Scaled or Dimensioned to 1/8" | Occupancy Classification |
| Detailed "Scope of Work" | Building Construction Type |
| Battery Calculations | Square Footage – Total and per floor |
| Voltage Drop Calculations | Occupancy Use |
| Ceiling Height, Slope & Construction | Codes & Standards used, including Version/Edition |
| Class or Style of Circuits | Owner Name, Address, & Phone |
| Wiring Method | Designer Name, Address, & Phone |
| Device Location Point ID List | CFM of all air handling units |
| All Rooms Identified for Use | Use NFPA Symbols |
| Fire Alarm Equipment Supplier | |
| Type of fire alarm system: Central Station, Remote Station, Proprietary, etc.... | |
| Type of detector coverage: Total, Partial, Selective, or non-required | |
| Complete wiring detail (pinout) for the control panel and all devices | |
| One-Line Diagram showing complete system – "Typical" shall not be accepted | |
| Sequence of Operation Matrix – Include all required alarm, supervisory, and trouble responses based up style circuits | |
| Total Power Calculations for all Speaker Circuits | |
| Supervising Station contact information including UL Listing Number | |

Comments related to above checklist:

- 2. Specification sheets – Electronic PDF's and one hard copy – Highlight or indicate specific information on all equipment manufacturer's sheets, including fire alarm wire and batteries.** Specific information such as current draw, areas of coverage, activation temperatures, operating temperatures ranges, etc. shall be provided. **All numerical values used for electrical calculations shall be supported by equipment manufacturer documentation.**



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Existing Fire Alarm System Five (5) Device Small Project Effective April 2022

Small Fire Alarm Project Definition:

The remodel or repair of an existing Fire Alarm System that is not a result of a change to the occupancy classification, occupant load or egress arrangements of the tenant space. The remodel to add/delete or repair shall not adversely affect the existing fire alarm system and is limited to 5 devices. NICET III stamped drawings **are not required** for 5-device submittal.

Note: this does not apply to the replacement of the fire alarm control panel unless it is a direct replacement with the same manufacturers make and model as the previous system.

Submittal Items:

Electronic PDF of the items listed below shall be submitted to firemarshal@pagosafire.com

Permit must be issued prior to work on the existing Fire Alarm System.

- Complete Fire Alarm Permit Application can be obtained at the admin offices for PFPD.
- Fire Alarm Small Project Fee: \$50.00 plus \$2.00 per device.
 - The Fee includes permitting and inspections.
- Dimensioned drawing or sketch of the proposed project to include device placement (hard copy plans required).
- A letter signed by the plans designer or responsible individual on letterhead stating that the work does not affect the battery calculations or integrity of the existing fire alarm system.
- Scope of work including start and completions dates.
- Sequence of Operations Matrix
- Location of alarm initiating and notification appliances.
- Power supply
- Details of ceiling height and construction affecting locations of devices.
- Point ID address or zone list
- Battery and Voltage Drop Calculations (if it does not change the calculations, then state that).

Five (5) Device Fire Alarm Small Projects Permit will be issued for the work within 48 hours of fee payment and complete submittal, not to include weekends and holidays.



Pagosa Fire Protection District



You may request an appointment when submitting documents at firemarshal@pagosafire.com if you would like to discuss this project.

The permit will include the statement that all work is done at the risk of the installer and corrections may be required at the time of inspection. Required inspections are shown on the permit.

Call and notify Archuleta County Combined Dispatch at 970-731-2160 prior to working on or testing the Fire Alarm System, notify them when work or testing has been completed as well.