
FIRE ALARM SYSTEM REVIEW CHECKLIST & FEE SCHEDULE

As an aid to streamline our fire alarm system review process, we ask that you complete this checklist, and attach it to your Plan Review Application. Please address each checklist item in your package, whether the item is conveyed on the shop drawings, manufacturer cut sheets, general notes, pre-engineered data/calculations, or cover letter, etc. Any items not addressed may cause unnecessary delays or project "hold" on your review. Your help, up front, will facilitate a complete submittal package, shorten our review time, and help us to get your project reviewed and returned sooner. Please verify that each numbered item below is: A. in your submittal, B. correct, and C. is coordinated within the submittal (shop drawings match manufacturer's spec sheets, and battery calculations). Then provide a check mark adjacent to each numbered item, or print "N/A" for items not applicable to this submittal. Thank you for your help, in completing and coordinating the items in this checklist.

Please note that all items marked with an * asterisk, govern mandatory rejection, provided they are missing, incomplete or incorrect in your submittal. These mandatory items have been reiterated from our February 1, 2000 memorandum entitled "Fire Alarm Submittal Review: Rejection List". Also, please note the following documents, which may be of help, when preparing your package for submittal:

Memorandum	February 1, 2000	Fire Alarm System Review Rejection List
Memorandum	June 15, 1998	Preliminary Fire Alarm Projects

Project Name (please print): _____

Project Address: _____ Architectural Review No. P0 _____

Checklist Completed By: _____ Date: _____

PLAN REVIEW APPLICATION

- ___ 1. * Indicate the applicable State Fire Marshal Architectural (New Construction or Renovation) Review number associated with this fire alarm submittal. *The existing architectural review letter cannot be a "Preliminary", "Not In Compliance", "Deadline Imposed" or "Information Request" type.
- ___ 2. If the architectural scope of work is exempt from a review by this office, then provide a copy of the exemption notice/letter.
- ___ 3. If the fire alarm design is based on an existing State Fire Marshal appeal letter, furnish copy.
- ___ 4. If fire alarm work is resultant from an inspection (State Fire Marshal, sprinkler contractor, fire department, etc.), provide copy of report.
- ___ 5. Submittals shall be designed pursuant to editions of NFPA 101 and NFPA 72 that are currently adopted in Louisiana. Applicants requesting reviews under alternate code editions shall provide written request, stating reasons for deviation.
- ___ 6. Project name, address, occupancy, and owner denoted on application, and matches that of architectural review.
- ___ 7. Cost of fire alarm system is denoted.
- ___ 8. * Shop drawings shall be reviewed by the professional of record (when required), prior to submission.
- ___ 9. "Preparer of Shop Drawings" information complete. All information shall match the "State Fire Marshal Fire Protection Licensing & Registration Listing of Certified Firms".
- ___ 10. * The fire alarm contractor shall be licensed for the scope of work submitted. Examples: The contractor must be properly licensed in Louisiana to design and install fire alarm systems that are required by code. Contractor's license must be current.
- ___ 11. Check all boxes that are applicable to this submittal - Fire Alarm System, Voice Evac Required, New Building, Renovation, Change In use, Tenant Finish, Shell Only, etc.
- ___ 12. Fire Alarm System Type: Check applicable box - Local, Auxiliary, Remote Station, Central Station (include Central Station name and address as listed in UL Directory).
- ___ 13. Fee computation is correct and check is attached (check may be made to "LADPS").
- ___ 14. * If a fire alarm system is required pursuant to NFPA 101, but contains non-conforming components pursuant to NFPA 72 (e.g. component spacing/location is altered such as 3 smoke detectors in a room requiring 4, substitution of component type such as heat detectors in lieu of smoke detectors, a partial system, etc.), the professional of record (otherwise owner) shall provide specific documentation requesting these deviations from the code.

SHOP DRAWINGS

- ___ 1. Drawings are to be legible blueline prints, photocopies, or live computer plots (any live ink or pencil applied by hand is not acceptable), and all drawn to scale.
- ___ 2. Professional of record shop drawing review stamp on the top sheet.
- ___ 3. Denote all door swings (to confirm smoke compartmentation), and all exits.
- ___ 4. Reflected ceilings are clearly denoted, including all ceiling heights, light fixture types/locations, HVAC opening types/locations, and all architectural features (joists, beams, coffers, furred, etc.) extending more than 4 inches from the ceiling plane.
- ___ 5. * Submittal must be complete. Examples: Candela ratings of strobes shall be identified. Ceiling heights shall be indicated when ceiling mounted strobes are used. Rooms, spaces and areas shall be identified. Battery calculations shall be provided. Manufacturer's spec sheets shall be provided. Provide brief description of the sequence of operations. Include all fire alarm system sequences that interact with other building systems (sprinkler, fire suppression, elevator recall, etc.). All components (initiating devices, notification appliances, transmission, annunciation, etc.), are clearly identified and located to scale (see 1., above). Denote all detector and strobe spacings. Indicate special initiation devices (delayed locks, sprinkler flow switches, elevator recall smoke detectors, etc.)
- ___ 6. Differentiate between all existing and proposed components. If system or portion is existing, indicate date of existing system installation, or date of prior substantial system renovation. (All new work is reviewed pursuant to the currently adopted edition of NFPA 72. Replacements "in-kind" are pursuant to applicable NFPA 72 edition at time of construction, in accordance with LA RS 55:V:103.)
- ___ 7. Denote all system zones (e.g. signal receiving zones, signal sending zones, fire wall compartments, zones per floor etc.).
- ___ 8. Riser diagram to indicate all zones and include all devices and components within each zone.
- ___ 9. Provide symbol schedule (symbols to be consistent with shop drawings). Identify devices by generic names (not manufacturer's special names, unless specified).
- ___ 10. *Design must comply with code. Proper coverage shall be provided from strobes, heat detectors, or smoke detectors (20 to 25% of required devices must not be missing from shop drawings).
- ___ 11. Designate type(s) of wire utilized, and color of insulation or other marking method, enabling SFM inspector to verify compatibility between shop drawings and field installation.
- ___ 12. Designate conduit type(s), and locate all riser/plenum runs.

BATTERY CALCULATIONS FOR SECONDARY POWER SUPPLY

- ___ 1. * Calculations to be complete. Indicate all electric current required in supervision and alarm conditions.
- ___ 2. Provide calculations on battery manufacturer's standard form.
- ___ 3. Denote capacity of battery, and confirm adequate size when operating under the full-calculated load.

MANUFACTURER'S SPEC SHEETS

- ___ 1. Provide complete list of all system components and devices, with manufacturer and model numbers of each.
- ___ 2. * Provide manufacturer's spec sheets for all system components and devices.
- ___ 3. Provide U.L. Fire Protection Equipment Directory, latest edition page copies, with each component and device highlighted. Verify that the U.L. listing as denoted on the spec sheets are identified in U.L. (If manufacturer has been bought out by another, please indicate such.)
- ___ 4. * Fire alarm control panel shall be listed for compatibility with all signals to be received. Examples: Whenever emergency forces notification or a supervised automatic sprinkler system is required by the code, the fire alarm control panel must be listed for this type service. Two-wire smoke detectors and some heat detectors are required to be compatible with the control panel.
- ___ 5. Verify that the fire alarm control panel is listed for compatibility with all signals to be received. For example,
- ___ 6. Highlight applicable data on each sheet (if spec sheets contain erroneous information not applicable to this project).
- ___ 7. Identify all option features.

FEE CALCULATIONS

- 1. Devices limited to visual notification devices, system smoke detectors, and system heat detectors only.
- 2. Money orders, cashier's checks, certified checks, and company checks accepted (no personal checks accepted, effective 9-1-00).
- 3. Fees include postage and handling.

ITEM			REVIEW FEE \$
Number of devices	1	- 25	\$75
Number of devices	26	- 50	\$105
Number of devices	51	- 75	\$135
Number of devices	76	- 100	\$165
Number of devices	101	- above	\$165 + \$30 for each additional group of 1 to 25 devices over 100
Calculated fee attached			= TOTAL \$