North Collier Fire Control and Rescue District
DEDICATED FUNCTION FIRE ALARM CHECKLIST

INSTRUCTIONS

The following is intended to assist in submitting for review a "code compliant" fire alarm system. This document in no way details all of the requirements that may be necessary for a complete code compliant system. Note: Systems shall be designed in accordance with the codes and standards adopted in Rule Chapter 69A-60, The Florida Fire Prevention Code 6th edition, NFPA 1 (2015 edition) the Florida specific version, NFPA 101 (2015 edition) the Florida specific version, NFPA 72 (2013 edition), NFPA 70 (2014 edition), NFPA 90A (2015 edition), NFPA 110 (2013 edition), and the North Collier Fire Control & Rescue District Policies & Procedures. Check items to indicate compliance.

PROJECT INFORMATION

Hover form fields for instructions.

Date _____ Project name _____ Occupancy (see pg. 4) Select _____

_____ PRBD- _____ PRFR- _____

Project address | Building permit number | Fire alarm permit number

Fire Sprinkler/Alarm System

Select _____ _____ Select _____

Fire sprinkler | (specify if other) | Detailed function

Fire Alarm/Monitoring

Select _____ Select _____ Select _____

Existing | New | Supervision

Select _____ _____ _____ Select _____ _____ _____

Communicator format | (specify if other) | Communicator make/model | FACP format | (specify if other) | FACU make/model

CHECKLIST

		Required
☐	C-1	Compared approved 61G plan to the shop drawing and verified documents match.
☐	C-2	Project name and address on plan.
☐	C-3	Floor plans shall be to scale (1/8"scale is preferred). On electronic plans, provide graphic scale.
☐	C-4	Utilize NFPA 170 Symbols.
☐	C-5	Provide a comprehensive scope of work.
☐	C-6	Provide an input/output matrix and sequence of operations which shall include specific conditions being supervised, as well as detailed actions taken for trouble, supervisory, alarm conditions and any other emergency operations/functions.
☐	C-7	Highlight all device and component model numbers and identify the new, existing and relocated quantities on plan or bill of materials.
☐	C-8	Riser Diagram shall be provided delineating each floor, circuit and zone and all devices, appliances and/or components.
☐	C-9	Provide documentation that all components are "compatible" and "listed" for the specific fire alarm applications for which they are used. Provide verification of compatibility between components and the respective panel per manufacturer. Fire alarm system components shall be installed per their "listed" application for the ambient conditions (i.e., voltage, temperature and humidity) expected.
☐	C-10	Provide specification sheets for all equipment.

CHECKLIST (cont'd)

- ☐ C-11 Provide battery calculations in chart format with a 20% safety margin. Existing systems shall provide new and existing calculations.
- ☐ C-12 Provide wire legend, wire burial detail and installation method. All wiring located in wet or damp locations shall be listed for this use (Wet & Direct Burial). Include the location of the wiring method or circuit, the type of wiring method or circuit, the minimum cover requirements cut sheets.
- ☐ C-13 There shall be a minimum of one listed “weatherproof” audio/ visual appliance located in accordance with policy.
- ☐ C-14 Provide site plan.
- ☐ C-15 Verify that there are no expired or voided permits for this address.
- ☐ C-16 Provide a "SYSTEM RECORD DOCUMENTS" box.

Plans

- ☐ D-17 Provide outline plan of building– delineate location of FACP, smoke detector above panel, exterior weatherproof audio/visual appliance, surge protection on the power & circuits entering/exiting the building & telephone lines.
- ☐ D-18 Shop drawings reflect the locations of the fire alarm control panel (FACP), the smoke detector above the panel (if FACP is in an enclosed conditioned air space), the manual pull-station (is it in an unobstructed location, accessible to the public and located where required by the local authority having jurisdiction), the exterior audio/visual device(s) located as required. Flow switch and tamper switches for the riser, post-indicating valve and the double detector check valves, and surge protection on the power supply, and the circuits entering or exiting the building.
- ☐ D-19 Indicate on the plans that “primary power” connections comply with NFPA 72. Circuit breaker shall be mechanically protected and the disconnect means marked in red "Fire Alarm Circuit".
- ☐ D-20 Dedicated function fire alarm control unit shall be designated in accordance with the code and shall be permanently identified on the control unit and record drawings.
- ☐ D-21 System installed in accordance with Collier County Bulletin 24.

Monitoring

D-22 Sprinkler Monitoring ☐ Not applicable

- ☐ D-22a Double detector check valve (DDCV) serves more than one building - where each of these buildings has its own FACP –each respective FACP shall monitor the DDCV tamper switches.
- ☐ D-22b Provide zone legend for conventional systems.

D-23 Elevator Recall ☐ Not applicable

- ☐ D-23a If building has a fire alarm system provide details showing how the panels are interconnecting.
- ☐ D-23b Sequence of Operations must include a supervisory trouble (Trouble on the output of the slave panel is a supervisory input to the master panel).
- ☐ D-23c Fire alarm to function as a single system. If the slave panel can be reset at the master panel, identify how this is accomplished?
- ☐ D-23d Provide documentation from the manufacturer showing compatibility for the interconnection of these panels.
- ☐ D-23e Provide complete floor plans, riser diagram, and zone legend for the fire alarm system.
- ☐ D-23f Emergency control interface devices shall be within 3’ of the component controlling the emergency control function.
- ☐ D-23g Control circuits to shut down elevator power shall be monitored for the presence of operating voltage. Loss of voltage to the control circuit for the disconnecting means shall cause a supervisory signal to be indicated at the control unit and required remote annunciators.
- ☐ D-23h The fire alarm control unit used for this purpose should be located in an area that is normally occupied and should have audible and visible indicators to annunciate supervisory (elevator recall) and trouble conditions.

CHECKLIST (cont'd)

Monitoring (cont'd)

D-24 Monitoring by Installing Contractor ☐ Not applicable

- ☐ D-24a The installing fire alarm contractor is the monitoring contractor, please obtain both permits and include "Monitoring contractor same as fire alarm installing contractor" on plan.
- ☐ D-24b If separate permits are packaged under one paper submittal, paperwork (i.e. scope of work, bill of materials, specification sheets, plan checklist, etc.) relative to the fire alarm sprinkler monitoring-only permit shall be "packaged" and attached to the bottom left corner of the plan sheet documents, AND SHALL ONLY INCLUDE paperwork and references to equipment related to the communication methods and transmission technologies utilized to transmit fire alarm system signals to an offsite monitoring company. (i.e. include specification sheets for the phone jacks, connecting cables and telephone surge suppressors, Monitoring Company Information Form and related UL certificate and State License copies, etc.).
- ☐ D-24c Separate permits that are packaged under one submittal, is it understood an annotation is to be provided on the Riser Diagram indicating that "the telephone line surge suppression shall be provided under a separate monitoring-only permit."

D-25 Monitoring by Another Contractor ☐ Not applicable

- ☐ D-25a Identify on plan who the monitoring contractor will be. If unknown, indicate "Monitoring contractor unknown".
- ☐ D-25b If a separate company is obtaining the monitoring contract, remove all paperwork and references to any equipment related to the communication methods and transmission technology (i.e.. phone jacks, connecting cables, telco surge spec sheets, monitoring company info, etc.). It shall be removed from fire alarm/fire sprinkler monitoring application permit.
- ☐ D-25c Identify which circuit(s) is being rehabilitated and at what point on the existing circuit the rehabilitation will occur AND/OR whether a new or spare circuit is being utilized.
- ☐ D-25d If the device uses power from the main FACP, it is the monitoring companies responsibility to resubmit the battery calculations for the entire fire alarm system.
- ☐ D-25e Submittal paperwork for the Monitoring-Only permit shall be submitted by others under a different set of drawings and ALL paperwork and references to any equipment related to the communication methods and transmission technologies utilized to transmit fire alarm system signals to an offsite monitoring company shall be EXCLUDED from the fire alarm sprinkler monitoring system submittal paperwork (i.e. phone jacks, connecting cables and telephone surge suppressors specification sheets, Monitoring Company Information Form and related UL certificate and State License copies, revised Scope of Work, etc.).
- ☐ D-25f A permit hold will been added to this permit. A separate permit is required for the fire alarm monitoring.

ATTESTATION

I hereby attest that, to the best of my knowledge, the aforementioned checklist information and the battery calculation(s) are accurate and adequate for the fire alarm system being submitted.

Applicant name	State license #	Phone	Email address

Signature options:

- Utilize electronic signature feature (will need to be configured if you do not already have an electronic signature; or
- Print form and sign

Signature and date _____

Print Submittal Form (pages 1-3 only)

OCCUPANCY CLASSIFICATIONS

Chapter (new)	Chapter (existing)	Occupancy classification	Definition	Examples
11	11	Special Structures/ High Rise		
12	13	Assembly	An occupancy (1) used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or (2) used as a special amusement building, regardless of occupant load.	Armories, Assembly halls, Auditoriums, Bowling lanes, Club rooms, College and university classrooms-50 persons or more, Conference rooms, Courtrooms, dance halls, Drinking establishments, Gymnasiums, Libraries, Mortuary chapels, Movie theaters, Museums, Passenger stations and terminals, places or religious worship, pool rooms, Recreation piers, Restaurants, Skating rinks, Theaters, Special amusement buildings-regardless of occupant load.
14	15	Education	An occupancy used for educational purposes through the twelfth grade by six or more persons for 4 or more hours per day or more than 12 hours per week.	Academies, Kindergartens, Schools
16	17	Day Care (Home)	A building or portion of a building in which more than 3 but not more than 12 clients receive care, maintenance, and supervision, by other than their relative(s) or legal guardians(s), for less than 24 hours per day.	Adult day care, Nursery schools, kindergarten classes incidental to a child day care occupancy (keep in mind -if they take naps-it's a day care and needs smoke detection)
16	17	Day Care (Facility)	An occupancy in which four or more clients receive care, maintenance, and supervision, by other than their relatives or legal guardians, for less than 24 hours per day.	Adult day care, Nursery schools, kindergarten classes incidental to a child day care occupancy (keep in mind -if they take naps-it's a day care and needs smoke detection)
18	19	Health Care	An occupancy used to provide medical or other treatment or care simultaneously to four or more patients on an inpatient basis, where such patients are mostly incapable of self-preservation due to age, physical or mental disability, or because of security measures not under the occupants' control.	Hospital, Limited care facility, Nursing Home
20	21	Ambulatory Health Care	An occupancy used to provide services or treatment simultaneously to four or more patients that provides, on an outpatient basis, one or more of the following: (1) treatment for patients that renders the patients incapable of taking action for self-preservation under emergency conditions without the assistance of others; (2) anesthesia that renders the patients incapable of taking action for self-preservation under emergency conditions without the assistance of others; (3) emergency or urgent care for patients who, due to the nature of their injury or illness, are incapable of taking action for self-preservation under emergency conditions without the assistance of others	Day surgery centers
22	23	Detention and Correctional	An occupancy used to house one or more persons under varied degrees of restraint or security where such occupants are mostly incapable of self-preservation because of security measures not under the occupants' control.	Adult and juvenile substance abuse center's, work camps, community residential center's, correctional institutions, detention facilities, juvenile training schools.

OCCUPANCY CLASSIFICATIONS (cont'd)

Chapter (new)	Chapter (existing)	Occupancy classification	Definition	Examples
24	24	One- and Two-Family Dwellings	One- and two-family dwellings include buildings containing not more than two dwelling units in which each dwelling unit is occupied by members of a single family with not more than three outsiders, if any, accommodated in rented rooms.	
26	26	Lodging or Rooming Houses	A building or portion thereof that does not qualify as a one- or two-family dwelling, that provides sleeping accommodations for a total of 16 or fewer people on a transient or permanent basis, without personal care services, with or without meals, but without separate cooking facilities for individual occupants.	
28	29	Dormitory	A building or a space in a building in which group sleeping accommodations are provided for more than 16 persons who are not members of the same family in one room, or a series of closely associated rooms, under joint occupancy and single management, with or without meals, but without individual cooking facilities.	
28	29	Hotel	A building or groups of buildings under the same management in which there are sleeping accommodations for more than 16 persons and primarily used by transients for lodging with or without meals.	
30	31	Apartment Building	A building or portion thereof containing three or more dwelling units with independent cooking and bathroom facilities.	
32	33	Board and Care	An occupancy used for lodging and boarding of four or more residents, not related by blood or marriage to the owners or operators, for the purpose of providing personal care services.	Group housing for physically or mentally handicapped, Assisted living facilities (ALF's)
36	37	Mercantile (Class A)	An occupancy used for the display and sale of merchandise. All mercantile occupancies having an aggregate gross area of more than 30,000 ft2 (2800 m2) or occupying more than three stories for sales purposes.	
36	37	Mercantile (Class B)	An occupancy used for the display and sale of merchandise. All mercantile occupancies of more than 3000 ft2 (280 m2), but not more than 30,000 ft2 (2800 m2), aggregate gross area and occupying not more than three stories for sales purposes. Class B also includes all mercantile occupancies of not more than 3000 ft2 (280 m2) gross area and occupying two or three stories for sales purposes.	
36	37	Mercantile (Class C)	An occupancy used for the display and sale of merchandise. All mercantile occupancies of not more than 3000 ft2 (280 m2) gross area and used for sales purposes occupying one story only.	

OCCUPANCY CLASSIFICATIONS (cont'd)

Chapter (new)	Chapter (existing)	Occupancy classification	Definition	Examples
38	39	Business	An occupancy used for the transaction of business other than mercantile.	Air traffic control towers (also see special structures ch. 11), City halls, College and university classrooms for less than 50 people, Dentists' offices, Doctors' offices, General offices, Town Halls.
40	40	Industrial	An occupancy in which products are manufactured or in which processing, assembling, mixing, packaging, finishing, decorating, or repair operations are conducted.	Dry-cleaning plants, factories, food processing plants, Gas plants, Hangers for servicing/maintenance, laundries, Power plants, Pumping stations, Refineries, Sawmills, Telephone exchanges
40	40	Special Purpose Industrial	An industrial occupancy in which ordinary and low hazard industrial operations are conducted in buildings designed for, and suitable only for, particular types of operations, characterized by a relatively low density of employee population, with much of the area occupied by machinery or equipment.	(Car dealership with a service/repair shop with a combined occupant load over 100 people is special purpose industrial and requires a complete fire alarm system)
42	42	Storage	An occupancy used primarily for the storage or sheltering of goods, merchandise, products, or vehicles.	Barns, Bulk oil storage, Cold storage, Freight terminals, Grain elevators, Hangers (for storage only), Parking structures, Truck and marine terminals, Warehouses.

OTHER TERMS

Occupancy	The purpose for which a building or other structure, or part thereof, is used or intended to be used.
Mixed	A multiple occupancy where the occupancies are intermingled.
Multiple	A building or structure in which two or more classes of occupancy exist.
Separated	A multiple occupancy where the occupancies are separated by fire resistance–rated assemblies.