A permit is required for the installation of fire suppression systems, fire alarm system, or component of such systems, and to comply with the minimum standards necessary to safeguard public health, safety and welfare. In addition, fire permits are required prior to altering, adding, removing or replacing any existing fire alarm. A fire permit is not required for the maintenance of fire alarm systems. Installation, alteration, or demolition of a system shall not commence prior to the approval of plans and the issuance of a permit.

Fire Alarm Plan Submittal, The permit applicant shall be the installing contractor. California Electrical (C-10) Contractor’s License, a valid worker’s compensation certificate, and a business license in the city of work.

PLANS
General Requirements for All Fire Alarm Projects - Shop drawings properly sealed.

1. Plans and attachments shall be clearly labeled and legible.
2. Plans and all revisions to the plans shall be dated. If utilizing an existing drawing or portion of a drawing, the area of work shall be highlighted and clouded with an appropriate symbol (delta). Provide a revision list with a symbol, date, description, and initials.
3. When making alterations, additions, or deletions to an existing system, all existing devices and equipment shall be shown and properly identified on the floor plan and system riser (single-line) diagram.
4. Plans shall include a title sheet, an equipment list, a written sequence of operation or functional matrix, a floor plan, a system riser diagram, and secondary power & voltage drop calculations.
5. Attachments shall include the manufacturer’s specification sheets and California State Fire Marshal (CSFM) listing sheets for all equipment and devices requiring listing.

Note: Failure to provide any of the information required will result in the plans being disapproved.

Contact information for each city for submitting plans:

<table>
<thead>
<tr>
<th>Monterey City Sand City</th>
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<tbody>
<tr>
<td>Submit electronically: <a href="mailto:gogreen@Monterey.org">gogreen@Monterey.org</a></td>
</tr>
<tr>
<td>Payment: paid for by calling 831-646-3908 or mail/check to the City of Monterey 610 Pacific Street Monterey, CA 93940</td>
</tr>
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<tr>
<th>Carmel-By-The-Sea</th>
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</thead>
<tbody>
<tr>
<td>Submit electronically: <a href="mailto:building@ci.carmel.ca.us">building@ci.carmel.ca.us</a></td>
</tr>
<tr>
<td>Payment: paid for by calling 831-620-2018 or mail/check to the City of Carmel-by-the-Sea PO Box CC Carmel, CA 93921</td>
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<tr>
<th>Pacific Grove</th>
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<tbody>
<tr>
<td>Submit electronically: <a href="mailto:building@cityofpacificgrove.org">building@cityofpacificgrove.org</a>  Payment: paid for by calling 831-648-3191 or mail/check to the City of Pacific Grove 300 Forest Ave. 2nd Floor Pacific Grove, CA 93950</td>
</tr>
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<th>Sand City</th>
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Monterey Fire Department Fire Prevention Bureau will be notified of approval and payment. Contractor and or Owner responsibility to schedule an inspections by calling or emailing:

831-646-3908 or fireprevention@monterey.org
The following information is the minimum required for approval of a residential or commercial fire alarm submittal. All fire alarm plans submitted shall have the following information on plans.

**General**

1. Property address
2. Accessors Parcel Number (APN)
3. Name and address of the property owner and/or general contractor
4. Name, address, phone, email, and license number of installing alarm contractor.

**Title Sheet**

The front sheet shall contain the following information:

1. Project name and address of the project.
2. The designer’s full name (no initials, pseudonyms, acronyms, or aliases) and signature. The designer of record shall be responsible for the entire system being worked on.
3. Business name, address, and California Contractor’s License number of the installing contractor.
   If the designer of the F/A system is not the installing contractor, the following shall be clearly indicated/printed on the plans:
   (a) DESIGNED BY - followed by the designer’s business name, address, designer of record’s full name and signature.
   (b) INSTALLING CONTRACTOR - followed by the installing contractor’s business name, address and California Contractor’s License number.
4. Type of NFPA 72 system provided, i.e., local, auxiliary, remote station, proprietary or central station service.
5. The supervising station facility and UL number.
6. Occupancy group(s) of building or area as defined by the California Building Code. Number of stories building height construction type.
7. Scope of work and why the system is being installed, i.e., required by the California Building Code or California Fire Code, required due to a variance, or voluntary. If the scope of work is the demolition of an existing F/A system, justification for removal shall be provided.
8. Description of annunciation zone assignments. For addressable devices, provide device addresses.
9. Indicate if the building does not have an automatic sprinkler system.
11. A key plan of the building and/or complex indicating the street location and the area of work within the building shall be provided.
12. State the required performance objective of heat/smoke installation per NFPA 72 17.3. All other pertinent notes.
13. All other pertinent notes.

**Equipment List**

1. Provide the model number, manufacturer’s name, description, quantity, CSFM listing number, and symbols to be used (legend) for each device, equipment, and conductors proposed to be installed (Note: The Fire Department reserves the right to disallow any listed product due to past performance).
2. The symbols used on the plans shall match the legend. Strike out any “typical” symbols that do not pertain.
Sequence of Operation

A written description or matrix chart shall be provided to define the events that occur when various initiating devices are activated. The description shall include details relating to annunciation, evacuation warning, remote signaling, and activation of fire safety control functions, as applicable. Also provide programming description/label for each initiation, monitoring, and control device.

1. Floor Plan – the following shall be clearly indicated:
   - Scale used and a graphical representation of the scale. The minimum scale for fire alarm plans is $\frac{3}{32}'' = 1'-0''$. Metric scale shall not be accepted.
2. The locations of partitions, non-rated walls, and rated walls. If not full height, indicate the heights of the wall and the ceiling.
3. The location of all equipment, devices, and appliances (including fire sprinkler control and test valves, fire smoke dampers, air handler units, magnetic door holders, etc.) and end-of-line devices.
4. The candela rating of each strobe.
5. Use of each room or space.
6. Type of ceiling or roof construction, i.e., smooth, solid joist construction, beam construction, and/or sloped ceiling.
7. A scaled cross-section or elevation-plan if automatic detectors are to be installed.

Riser Diagram – provide the following:

1. Single-line wiring diagram (riser diagram) that shows the interconnection of each device and equipment of the whole system.
2. Candela rating of each strobe.
3. Number of conductors in each wiring segment and the type and size of wire or conductor to be used.
4. The class and style for initiating, signaling line and notification device circuits. As well as circuit number or identification.

Calculations

1. Secondary power calculation - provide calculations to verify that standby batteries or other approved secondary power source, has 60 hours of battery backup or 24 hours with UL certification.
2. Voltage drop calculation - calculations shall be provided to verify that the voltage drop in the alarm notification circuits do not exceed 20 percent. Provide voltage drop calculations for each circuit.

Attachments

1. Manufacturer’s specification sheets for all devices, equipment, and materials to be used shall be submitted, including the transponder to the supervising station. Highlight on the cut sheet which device or equipment is being used, the listing information, and the application per listing.
2. Submit copies of the CSFM listing number sheets for all devices and equipment requiring listing.

Emergency Generators

Audible and visual supervisory alarms shall be provided at a constantly attended space. These alarms shall indicate the following:

1. Engine running (separate signal)
2. The controller main switch has been turned to “off” or “manual” position (separate signal).
3. Trouble on the controller or engine and low fuel (separate or common signal).
**FIRE ALARM PLAN SUBMITTAL & INSPECTION REQUIREMENTS**

**Fire Pumps**
Audible and visual supervisory alarms shall be provided at a constantly attended space. These alarms shall indicate the following:

1. Electrically-driven pumps
   - Controller has operated into a motor running condition (separate signal)
   - Loss of any phase on the line side of the motor contactor (separate signal)
   - Phase reversal on line side of motor starter (separate signal)

2. Engine-driven pumps
   - Engine running (separate signal)
   - The controller main switch has been turned to “off” or “manual” position (separate signal)
   - Trouble on the controller or engine and low fuel (separate or common signal)

**NFPA 72 Plans and Calculations 7.2 through 7.5.5.4**

7.2* Minimum Required Documentation. (SIG-FUN)

7.2.1 * Where documentation is required by the authority having jurisdiction, the following list shall represent the minimum documentation required for new fire alarm systems, supervising station and shared communication equipment, and emergency communications systems, including new systems and additions or alterations to existing systems.

1. Reference to NFPA 72 and 70.
2. Title 24, California Building Code, California Fire Code, International Fire Code
3. Location of FACP or annunciator panel clearly accessible/visible from entry.
4. Smoke detector located at panel.
5. Point to Point wiring, EOL device shown.
6. Proper spacing/coverage/location of spot detectors (hear & smoke)
7. Proper spacing/coverage/location of beam detectors.
8. Proper location of duct detectors.
9. Proper spacing and location of pull station(s). (If 100% sprinklered, only one required.)
10. Proper location of detectors associated with door holders.
11. Proper location of detectors associated with stair pressurization.
13. Add the condition that audible notification be checked during inspection.
15. Sprinkler tamper switches monitored.
16. Fire pump monitored.
17. Battery calculations
18. Device legend.
19. Accessibility notification requirements met.
20. Emergency forces notification.
21. Elevator control room, shaft, and recall.
22. Special systems, VESDA, etc.
23. Apartment single-station smoke detectors, every floor-bedrooms-sleeping area (hallway aka corridor- if enclosed).
24. Carbon Monoxide detectors (Required for fuel burning appliances)
25. Show smoke evacuation sequence of operation.
26. Knox Box at main entrance.
27. Document box next to panel
Inspection Requirements for Occupancy

1. Inspections shall be scheduled by the installing contractor only.
2. Approved and stamped plans and complete permit.
3. A copy of the completed “Record of Completion”.
4. As-built plans if installation has deviations from the approved plan.
5. All previous records of inspections.
6. UL application if system has 24 hour back-up.
7. Necessary coordination shall be made such that representatives of other contractors whose equipment are involved in the testing are present (i.e., fire/smoke damper, air handlers, elevator, fire pumps, emergency generators, etc.).
8. A copy of the listing organization’s certification that the installation complies with NFPA 72 or a copy of the placard from the listed central station certifying that the installation complies with NFPA 72.
9. Permit shall not be “finaled” without this certificate or placard.
10. If project has additional fire suppression systems, they shall be tested at the same inspection.

After final completion and acceptance of the project, the contractor shall provide the following to the owner:

1. All literature and instructions provided by the manufacturers describing proper operation and maintenance of all devices and equipment.
2. A copy of the approved plan and as-built plan, if applicable.
3. A copy of the Certificate of Completion.