

**Fire Alarm Plans Review Submittal Requirements
August 17, 2020**

In effort to improve the safety and welfare of the citizens of Memphis and to help ensure the inherent higher level of safety of protection afforded by fire alarm systems, the Fire Prevention Bureau is issuing the following directives as specifically provided for in NFPA 72, National Fire Alarm Code 2016. Additional requirements may be necessary for review fire alarm submittals.

**Final Installation shall comply with:
2015 International Building Code
2015 International Fire Code
2016 NFPA 72**

The City of Memphis has adopted the 2015 IFC which includes amendments relative to fire alarms.

Permit application and appropriate construction documents for the installation of fire alarm systems shall be submitted to the Fire Prevention Bureau and approved prior to installation of any new system and for any alterations to existing systems where devices are added or removed.

Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed. **(IFC 105.4.2)**

The following list of items shall be included in each fire alarm application for permit submitted to this office for review and approval.

- Original application for permit (three copies- white, yellow, pink). This permit application is required to be signed by a responsible party of the submitting fire alarm company.
 - Occupancy type must be filled in according to the IFC Use and Occupancy Classification. **(Per Permit Application)**
 - Day Cares and Board and Care facilities-shall include the number of persons the facility is licensed for, along with the licensing agency and if care is provided for on a 24-hour basis. **(IFC 907.1.1)**

- Schools- Plans shall reflect areas and classrooms that will be used for Pre-Kindergarten. Include in the description of work if the Pre-K is licensed through the Department of Education or Department of Health. **(IFC 907.1.1)**
- If a description of work is not included on the application for permit, it shall be stated in an attached letter.
- This information should be on company letterhead included with the submittal package to expedite the review process.
- Low voltage permit and companion permit from monitoring company (if known at the time of review submittal) signed by a responsible party of the respective contractor(s) so the FPB will have record of companies performing work. **(IFC 907.1.1)**
- Shop drawings shall include but not be limited to the following and shall be drawn on sheets of uniform size and include the following information:
 1. Name of owner/occupant
 2. Location, including street address
 3. Device legend
 4. Date**(NFPA 72 7.4.4)**

Floor plan drawings shall be drawn to an identifiable scale and shall include, but not be limited to the following information:

1. Floor identification
 2. Point of compass
 3. Graphic scale
 4. All walls and doors
 5. All partitions extending to within 18” of the ceiling
 6. Room description or use
 7. New and existing (if applicable) fire alarm device/component locations
 8. Locations of fire alarm primary power connection(s)
 9. Locations of monitor/control interfaces to other systems
 10. Riser locations
- (NFPA 72 7.4.5)**
- Equipment technical data sheets: Cut sheets on all control panels and devices to be installed with zoning nomenclature if applicable. **(NFPA 72 7.2.1(5))**
 - Documentation for Central Station Service (if known at the time of review submittal): (e.g. UL or FM) for any system with required monitoring. This shall include:
 1. A copy of the FM placard request sheet (if applicable) with signatures from the alarm service company representative and the protected property representative or copy of the current UL certificate/FM placard. UL alarm system certificate request is no longer utilized by UL.
 2. A copy of the four-page Fire Alarm Description Worksheet.
(IFC 907.6.6.3 amended)

Circumstances in which fire alarm/monitoring systems shall be upgraded to modern code compliance:

- System upgrades and/or additions of more than 25% of total device count.
- Change in use or occupancy classification.

(FPB Memo March 27, 2012)

Monitoring 2015 IFC 907.6.6.3: Where monitoring of a fire alarm system is required in this jurisdiction, it shall be by an approved central station and shall be in accordance with the requirements of Fire Alarm Systems for Central Station Service as described in NFPA 72. The method of retransmission of signals shall be approved by the Fire Communications Bureau.

Runner service 2015 IFC 907.6.6.4: A runner or technician, as defined by NFPA 72, must be dispatched to the protected premises to arrive within 1 hour after receipt of a signal, when required to respond.

*Please check your submittal for the necessary items. ***Incomplete submittals will be rejected*** and the application returned to the contractor.

*Note that the approval of shop drawings is not intended to imply waiver or modification of any requirements of this code or any other applicable criteria.

Louis Hawthorne, Manager
Fire Prevention Bureau