



JONESBORO FIRE DEPARTMENT

PROTECTING LIVES AND PROPERTY SINCE 1899
3215 EAST JOHNSON AVE, JONESBORO, AR 72401
(870) 932-2428



FIRE MARSHALS' OFFICE

FIRE ALARM SUBMITTAL GUIDELINES

Drawings:

1. Minimum of 3 sets of plans shall be submitted for review. One set for owner, one set for alarm company, and one set for alarm tech onsite.
2. Sheets to be same size (Minimum size is "C" Size 24" X 36")
3. Acceptable Scale (1/8" = 1')
4. Drawing Number, Revision & Date.
5. Name and Address of Project
6. Name and Address of Installing Contractor
7. Reviewed by Section on Title Block Showing Certification Sub-Field, Level, Number and Expire Date if required.
8. Type of System
9. Show Compass Points
10. Sheet Title
11. Key Plan for Building Sections
12. Clear and Legible Plans

First Sheet (Title Sheet)

1. Name and Address of Building Owner
2. Name and Telephone Number of Installation Company Contact person
3. Contractors License Number
4. Name and Address of General Contractor (if Applicable)
5. Name and Address of Electrical Contractor (if Applicable)
6. Square Footage of each building and Total
7. Building Occupancy Type (Found in Chapter II of the Arkansas Fire Prevention Code)
8. Type of System: Conventional Hardwired, Wireless, Addressable, Analog Addressable, Class "A", Class "B", etc.
9. List applicable Codes and Standards with Editions used in the system design; Bldg Code, Fire Code, NFPA 72, NFPA 70, IMC, Elevator, and etc.
10. All Approving Agencies, Name & telephone Number
11. Sequence of operation
12. Provide a system input/output matrix. (Found in Annex A of the NFPA 72)
13. Identify if wiring is enclosed in conduit, open wiring, power limited or non power limited.
14. Contractor Notes with reference to this project
15. Fire Department notes with reference to this project
16. Name and Location of monitoring company
17. Scope of Work
18. Box for Jonesboro Fire Marshals' Reviewed Stamp
19. Wiring Legend
20. Symbol List with Manufacturer, Part Number and backbox.
21. If insufficient space for Wiring Legend and Symbol List on Title sheet then insert an additional sheet.

Floor Plan Sheets

1. Building Floor Plan
2. Sheet Title
3. Scale of Sheet
4. Scale Bar Graph
5. Location of All Doors Windows walls (Exterior and Interior)
6. Location of all obstructions exceeding 6ft above FFL.
7. Intended use of each room (e.g. Storage, Classroom, Restroom, Vestibule)
8. Location of all Air Supply and Return registers
9. Ceiling Heights, Ceiling Details and configuration may be shown on an additional sheet with Reference Key.
10. Full Height Cross Section of building may be shown on an additional sheet with Reference Key.
11. Mounting Heights of devices
12. Location of Main Fire Alarm Control Panel
13. Show location and source of Emergency Standby Power.
14. Location of all Annunciator Panels, Sub Fire Alarm Panels, Booster Panels
15. Location of all Power Sources, Panel Numbers and Breaker Numbers for each piece of equipment
16. Show location of all Fire Alarm Detection and Notification Devices along with Temperature Ratings and Candela Ratings, if applicable
17. Show locations of all Ancillary Devices, i.e. door holders, door closers, gas shut off, fan shutdown, smoke dampers, shunt trips, etc.
18. Show location of all Fire Sprinkler Risers, water flow switches, and tamper switches.
19. Show locations of all fire pumps and fire pump controllers.
20. Show all access doors and signage for duct detector access.
21. Show all remote indicators for hidden devices.
22. Show zoning if a conventional system.
23. Show wiring type, size, number of conductors and approx. wiring layout
24. Show all rated walls
25. If an addition is being done, please show adjacent devices and rooms along with existing calculations.

Additional sheets as required

1. Show all areas of the building
2. Show all floors and all configurations.
3. Cross Sections
4. Ceiling Details.
5. Device Wiring Details
6. Device Spacing (Typical)
7. ADA Mounting Heights, Show Detail

Riser Diagram Sheet

1. Full Riser diagram showing all devices as connected in the circuit, device addresses, room numbers and or names.

Details Sheet

1. Circuit Wiring Diagram
2. Typical Device & Ancillary Device wiring

Voltage Drop Calculations Sheets

1. Voltage Drop calculations for each Notification Appliance Circuit showing wire size Circuit Current and Voltage drop. (Optional if shown on Plans)

Stand-by Battery Calculation Sheets

1. Standby Battery Calculations for each Control Panel, Sub Panel, Power Booster, Central Station Transmitter, Power supply.

Submittals

1. All of the above sheets are to be submitted as a complete set of plans for approval.
2. Approved plans must be kept on site during construction.
3. Submittals shall be assembled in a binder with tabs to divide the sections
4. The title page shall contain the job name and address, whom the submittal is to, and the name and address of the company submitting the information.
5. A table of contents shall describe the tabbed sections.
6. The first section shall contain information about the Fire Alarm Control Panels, Power Supplies, and Annunciator Panels.
7. The second section shall contain information about the Detection Devices
8. The third section shall contain information about the Audio/Visual Devices
9. The fourth section shall contain information about the system components, modules and relays.
10. The fifth section shall contain the battery calculation sheets.
11. The sixth section shall contain the Voltage Drop Calculation sheets
12. The seventh section shall contain the compatibility listings of all the devices connected to the Fire Alarm System.
13. The eighth section shall contain the Operating Instructions for the system (a copy of which must also be posted adjacent to the Fire Alarm Control Panel.
14. The ninth section shall contain the Manufacturers Inspection Instructions as per NFPA72.
15. The tenth section shall contain a copy of the preparer's credentials.
16. The eleventh Section shall contain a copy of the Maintenance & Monitoring Contracts. The Table of Contents at the front of the submittal to identify the location of each of the contracts.

As Built Drawing Cabinet

1. An AS BUILT Drawing Cabinet shall be installed at each project that has a Fire Alarm System and located where acceptable to the Fire Marshals' Office.
2. The cabinet shall be tampered and record a supervisory signal at the FACP
3. The cabinet shall contain the following:
 - A. Complete set of As Built Drawings
 - B. A copy of each Permit (if required)
 - C. A copy of the Fire Marshals' Inspection Report
 - D. A copy of the original test printout
 - E. A hard copy print out of the system configuration if a programmable system
 - F. A copy of each maintenance inspection report
 - G. Operating Instructions
 - H. A copy of the approved equipment submittals.
 - I. Voltage Drop Calculations (If not shown on As Built Drawings)
 - J. Battery Calculations (If not shown on As Built Plans).

K. Any keys required for the system.

L. Certificate of Completion

* Any rebuttal to submittal or other requirements shall be made in writing to the Fire Marshal's Office with appropriate NFPA and/or Arkansas Fire Prevention Code documentation to support your position.

* It is the alarm company's responsibility to research the codes from NFPA and the Arkansas Fire Prevention Code.

* The Jonesboro Fire Marshals' Office does not design fire alarm systems, we only verify that the systems are designed and installed per the intent of the code(s).