FIRE PREVENTION AND
COMMUNITY RISK REDUCTION
102 Remington St
Fort Collins, CO 80524
(970) 416-2891

NFPA 72 FIRE ALARM SYSTEMS
PERMIT SUBMITTAL CHECKLIST

Submittal Process: The Following items are required for a fire alarm plan review submittal. Failure to provide the following may require a Review Denial or Resubmittal. Not all listed below will be required for every project, please provide all that apply per project. *

Drawings Requirements:
Electronic plans in .pdf format. Please submit files in an unlocked and unsecured state for plan review.
Stamped by NICET III – Fire Alarm Systems Technician or by a Professional Engineer (PE) registered in the State of Colorado for performance-based designs.

CONTRACTOR INFO
- ✓ The designer and applicant contact information needs to be included in the submittal.
- ✓ The installer's means of qualification needs to be indicated/provided, i.e., installing contractor's NICET II -Fire Alarm Systems number, manufacturer training, or an equivalent approved by PFA.

CODE ANALYSIS
- ✓ 2024 International Fire Code (IFC)
- ✓ National Fire Protection Association (NFPA) 72 2022 edition
- ✓ National Electrical Code (NEC) 70 2023 edition
- ✓ Written job description-scope of work
- ✓ The installation type should be indicated: new installation or modification to an existing system, i.e., conventional like-for-like swap, new addressable system, EVAC system, etc.
- ✓ Information should be provided which indicates the scope of work description
- ✓ Occupancy Classification
- ✓ Type of Construction
- ✓ Total Gross area/per story
- ✓ Number of stories
- ✓ Fully sprinkled, Partial sprinkled, non-sprinkled
- ✓ A list of the equipment to be installed is provided, i.e., the fire alarm control unit (FACU) type, secondary power supplies, initiating and notification devices, etc.
- ✓ It should be indicated if the system includes additional emergency communication systems, functions, and devices.

PLANS
- ✓ Graphically indicates the location of all fire alarm system components and devices.
- ✓ Includes a graphic circuit diagram for all fire alarm system components.
- ✓ Device legend provided, (NFPA 170)
- ✓ A sequence of operation matrix is provided.
- ✓ Riser diagram
- ✓ Battery and voltage drop calculations are provided.
- ✓ Picture/graphic depicting installation height requirements for notification appliance

MATERIAL SUBMITTALS

- ✓ Cut sheets and manufacturer's information provided for all the system components.
- ✓ Materials used highlighted

*The above list is not intended to be inclusive of all requirements for a new sprinkler submittal, but rather a guide to indicate the minimum requirements. Refer to NFPA 72 Chapter 7 - Documentation