



2019 FIRE ALARM PERMIT/PLAN SUBMITTAL CHECKLIST

Permit No.: _____ (for use by City Staff)

This submittal checklist is required to be completed by the applicant prior to submittal with all applicable sheets identified in columns provided and will be used to ensure that all items and sufficient detail is included before accepted for review.

APPLICANT SIGNATURE REQUIRED ON PAGE 2 OF 2 OF THIS DOCUMENT

DIGITAL PLAN REVIEW SUBMITTAL REQUIREMENTS:

PDF Submittals must be complete with all required documents and clearly labeled on a Single Flash Drive, CD, or emailed in a single email to

PlanSubmittal@CityofSLT.US

Dropbox and/or Google Drive links are encouraged if emailing as file sizes are so large. Incomplete submittals will be rejected and sent back.

All Plan Reviews, both initial submittals and re-submittals require – A Complete PDF Submittal containing the following:

- ✓ **PDF #1 - All City Applications & Checklists on One (1) single PDF.**
 - File to be Named: Address_Permit#_PC#_CityApplications
- ✓ **PDF #2 - All plan sheets combined and in order on One (1) single PDF**
 - File to be Named: Address_Permit#_PC#_Plans
- ✓ **PDF #3 - Supporting Documents on One (1) single PDF with cover page.**
 - File to be Named: Address_Permit#_PC#_SupDocs

If Permit # is unknown upon first submittal please indicate TBD in place of Permit #
 PC# Refers to Plan Check # Starting with PC1

PDF Submittal Requirements Checklist

	Applicant Use:				Staff Use Only:	
	Included	N/A			Included	Missing
PDF # 1 - Applications			Permit Worksheet	Click here for Link		
			Permit/Plan Review Application	Click here for Link		
			Property Owner Authorization	Click here for Link		
			Fire Alarm Building Submittal Checklist	This Form		
			Credit Card Authorization Form	Click here for Link		
PDF # 2 - Plans			All Plans Combined in order per plan index on cover sheet			
PDF #3 Supporting Documents			Spec Sheets			

Plan sets shall consist of:

	Sheet #
Project name & address, as well as project owner's name, address, phone number, Contractor's Contact Information and C-10 license number	
Assessor Parcel Number (APN)	
Detailed description of scope of work along with Index of drawings	
Vicinity map identifying the subject property, the adjoining streets, and the major streets in the surrounding area within a one-quarter mile radius of the site and North arrow	

Occupancy Classifications per the current California Building Code.	
Code system was designed to: NFPA 13, 13R or 13D and System specifics : Wet, Dry, Pre-action, Anti-freeze	
Equipment List	
Equipment Legend	
Material Data Sheets	
Current California State Fire Marshal (CSFM) Listing Sheets	
Fire Alarm Floor Plan including appliance locations, wiring circuits, room names, and stated scale.	
Point to Point Wiring (Riser) Diagram	
Sequence of Operation	
Appliance Mounting Details	
Wire Gauge Legend for Initiation and Notification Circuits.	
Voltage Drop Calculations.	
Battery /Secondary Power Calculations.	
ADA/CBC requirements detailed clearly on plans.	

I verify that I am submitting all the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.

Applicant (Applicant Representative) Name Print: _____

Signature: _____

Date: _____