



Bristol Kendall Fire Department

FIRE PREVENTION BUREAU

103 East Beaver Street
Yorkville, IL 60560-1704
Phone: 630-553-6186
Fax: 630-553-1482



INFORMATION REQUIRED FOR FIRE ALARM PLAN REVIEW

General Information for Fire Alarm Plan Submittals

To allow for the proper plan review, approval, and issuance of a fire alarm permit, the following minimum requirements must be submitted. The requirements listed below may not be all inclusive for all types of facilities. Additional materials may be requested. Any information listed on the list below that is not submitted initially, will cause a delay in the review time of submitted plans and may lead to disapproval of a plan.

Payment and submittal documents:

A Permit Application Form must be completed for every submittal. **All items must be filled in completely and accurately or plans will not be accepted.**

- A plan review fee must be paid at time of submission or plans will not be reviewed.
- Submit a separate set of plans for each non-contiguous facility.
- Provide a key plan indicating the area of work being performed.
- Provide a detailed description of the scope of the work being performed.
- Detailed drawings shall be completed by NICET III certified personnel.

Size and number of drawings:

- A minimum of two sets of paper drawings. (maximum of four sets)
- Two sets of specifications. One set of detailed plans and specifications shall be submitted on CD/R in PDF, or other common windows based format.
- All plans shall be drawn to scale and the preferred scale utilized shall be a minimum of 1/8 inch equals 1 foot.
- The preferred size of paper plans is 24" x 36"
- Once the plans have been reviewed and approved, one set of plans and one set of specifications will be stamped and returned, unless otherwise specified by the submitter. One other set of plans and the CD will be maintained on file in the Fire Marshal's office **The approved stamped set of plans and specifications must remain on the job site. All drawings must be readily available for inspection.**
- Shop drawings will include, to an extent commensurate with the extent of the work being performed:
 - Floor plan drawings
 - Riser diagrams (except for systems in single-story buildings)
 - Control panel wiring diagrams
 - Point-to-point wiring diagrams
 - Typical wiring diagrams as described below
 - A scope of work for the project.

All shop drawings will include on the drawing the following information:

1. Name of owner and occupant
2. Location, including street address, or physical address
3. Device legend
4. Date
5. If tying into an existing system, any information pertaining to existing fire alarm systems, including manufacturers specification sheets

Floor plan drawings should be drawn to an indicated scale and should include the following information:

1. Floor identification
2. Point of compass
3. Graphic scale
4. All walls and doors
5. All partitions extending to within 0.5 m (18 inches) of the ceiling
6. Room descriptions
7. Fire alarm device/component locations
8. Locations of fire alarm primary power connection(s)
9. Locations of monitor/control interfaces to other systems or building controls
10. Riser locations
11. Point to point wiring diagrams

Fire alarm system riser diagrams will include the following information:

1. General arrangement of the system, in building cross-section
2. Number of risers
3. Type and number of circuits in each riser
4. Type and number of fire alarm system components/devices on each circuit, on each floor or level.

Control panel wiring diagrams should be provided for all control equipment (i.e., equipment listed as either a control unit or control unit accessory), power supplies, battery chargers, and annunciators and should include the following information:

1. Identification of the control equipment depicted
2. Location(s) (fire alarm or remote annunciators should be located within ten feet of the main fire department access.)
3. All field wiring terminals and terminal identifications
4. All circuits connected to field wiring terminals, and circuit identifications
5. All indicators and manual controls, including the full text of all labels
6. All field connections to supervising station signaling equipment, releasing equipment, and fire safety control interfaces

Approval of shop drawings is not intended to imply waiver or modification of any requirements of the State Laws or Rules, International Fire Code, the NFPA 72 Code or any other applicable criteria.