

# Lake Geneva Fire Department Fire Alarm System Plan/Submittal Checklist

Date \_\_\_\_\_

Project: \_\_\_\_\_

Address: \_\_\_\_\_

Submitting contractor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Contact: \_\_\_\_\_

Item #	Description	Yes	No	N/A	Comments
1	Fire alarm system addressable				
2	3 copies of submittal				
3	Battery Calculations				
4	Voltage Drop Calculations (beginning voltage 20.4 vdc)				
5	Manufacturer's data sheets for ALL equipment being used				
<b>Information required on plan(s)</b>					
6	Name of owner and occupant				
7	Location, including street address				
8	Device legend				
9	Date				
10	Name of the person that designed the fire alarm system				
11	Name of the company that designed the fire alarm system				
12	Address of the company that designed the fire alarm system				
13	Phone number of the company that designed the fire alarm system				
14	Name of the company that is going to install the fire alarm system				
15	Address of the company that is going to install the fire alarm system				
16	Phone number of the company installing the fire alarm system				
17	Name of the fire alarm system monitoring company				
18	Address of the fire alarm system monitoring company				
19	Phone number of the fire alarm system monitoring company				
20	Name of the Control Panel manufacture				
21	Model number of the Control Panel				
22	Control Panel wiring diagrams				
23	Point-to-point wiring diagrams				
24	Typical wiring diagrams				
25	Floor identification				
26	Point of compass				

Item #	Description	Yes	No	N/A	Comments
27	Graphic scale				
28	All walls and doors				
29	All partitions extending to within 18 in. of the finished ceiling				
30	Room descriptions				
31	Fire alarm device/component locations				
32	Locations of fire alarm primary power connection(s)				
33	Locations of monitor/control interfaces to other systems				
34	Riser locations				
35	The location of the electrical panel that has the control panel circuit breaker				
36	All ceiling heights				
37	Type of wiring to be used				
38	Wire gauge to be used				
<b>Information required on Fire alarm system riser diagrams</b>					
39	Building cross section for multiple story buildings				
40	Number of risers				
41	Type and number of circuits in each riser				
42	Type and number of fire alarm system components/devices on each circuit on each floor or level				
43	Control panel wiring diagram				
44	Power supply wiring diagram				
45	Battery charger wiring diagram				
46	Annunciator(s) wiring diagram				
<b>Information required on wiring diagrams</b>					
47	Identification of the control equipment depicted				
48	Location(s) of control panel(s)				
49	All field wiring terminals				
50	Terminal identifications				
51	All circuits connected to field wiring terminals				
52	Circuit identifications				
53	All indicators				
54	Manual controls				
55	The full text of all labels				
56	Field connections to supervising station signaling equipment				
57	Field connections to releasing equipment				
58	Field connections to fire safety control interfaces				

Item #	Description	Yes	No	N/A	Comments
<b>Required typical wiring diagrams</b>					
59	Typical wiring diagrams for all initiating devices				
60	Typical wiring diagrams for all notification appliances				
61	Typical wiring diagrams for all remote alarm light emitting diodes (LEDs)				
62	Typical wiring diagrams for all remote test stations				
63	Typical wiring diagrams for all end-of-line and power supervisory devices				
<b>Required devices</b>					
64	Audible Notification Appliances located throughout protected premises				
65	Visible Notification Appliances located throughout protected premises				
66	Visible Notification Appliances spaced in accordance with NFPA 72				
67	U. L. Listed candela rating of all Visible Notification Appliances on plan				
68	Appliances that automatically detect fire and/or products of combustion located throughout protected premises				
69	Smoke detectors located in ALL office areas				
70	Smoke detectors located in ALL restrooms				
71	Smoke detectors located in ALL common areas				
72	Manual Initiating Devices (pull stations) located at all points of egress				
73	Water flow detection devices connected to the fire alarm system				
74	Fire control and/or suppression system(s) activation alarms connected to the fire alarm system				
75	Fire control and/or suppression systems supervisory and/or trouble condition indicators connected to and monitored by the fire alarm system				

1. All fire alarm systems must meet or exceed all applicable State of Wisconsin codes, local code and applicable NFPA requirements.
2. All plan reviews are based on information provided. All plan reviews are done for general code compliance only. This plan review does not relieve or limit the responsibility and/or liability of the contractor(s), architect, engineer, designer or any other responsible party for the system(s) reviewed. The Municipality or any of its agents and/or firm or persons hired by the Municipality to review plans are not responsible for and do not accept any responsibility and/or liability for the system(s) indicated on the plans reviewed.
3. Conditional Approval of any Fire Alarm Submittal and/or portion of any Fire Alarm Submittal is not intended to imply waiver or modification of any requirements of any applicable code, standard, regulation and/or law.
4. Conditional Approval of any Fire Alarm Submittal and/or portion of any Fire Alarm Submittal does not grant waiver to and/or modify any requirements of any applicable code, standard, regulation, requirement and/or law.
5. Incomplete and/or non-compliant plans and/or submittals must be revised and resubmitted.
6. Additional permit fees may be required for additional devices and/or because of additional submittals being required because of incomplete and/or non-compliant submittals.

See Lake Geneva Fire Department Fire Alarm Submittal Review Memo dated \_\_\_\_\_ also.