



Office Use Only	
Permit Num.:	Fee:
Plan Review:	Fee:

## Fire Alarm *Quick* Permit Application

Plan submittals must include this document and may be:

- Delivered to: Building Inspections at 201 Caulder Ave., M-F, 8:00 – 5:00.
- Mailed to: Building Inspections at 201 Caulder Ave. Spartanburg, SC 29306

Total Contract Price: \_\_\_\_\_

Application Date: \_\_\_\_\_

### Quick Permit Scope and Limitations

The Quick Permit is only for modifications to existing systems in accordance with the limitations outlined on the back (or page 2) of this document. Plan review comments will not be generated prior to permitting. Approval of the installation will be subject to satisfactory inspection in accordance with the IFC and NFPA 72 requirements and is at the discretion of the field inspector. A properly licensed contractor may submit this documentation to the building department and obtain a permit the same day. Inspections may not be requested less than one week after the permit date – this will allow time for the Fire Marshal’s Office to receive and review your documentation while your work commences. Contractors who proceed with the Quick permit when the project is not eligible will be required to stop work and initiate the standard permitting process.

### Installation Location

Business/Location Name:	
Street Address:	Building/Suite:
Property Owner/Rep Name:	Owner/Rep. Contact Number:

### Installation Contractor Responsible for Fire Alarm System

Contract company:	Address:
Fire Alarm State License #:	Expiration Date:
Contact person name:	Contact Phone:
Contact fax:	Contact E-mail:
<input type="checkbox"/> Performing entire modification, or <input type="checkbox"/> Name of contractor installing wire/conduit:	

### Fire Alarm System Details

Describe the scope of the modifications and the reason for the improvements or changes:
Describe the devices involved. Include the quantity of each device and if this will be new or relocation of an existing device:

### Submittal Checklist

<input type="checkbox"/> Application and 3 sets of 8 ½ x 11” drawings that meet the required scope for the quick permit process
<input type="checkbox"/> I have reviewed the checklist on the back of this document (or page 2 of duplicates) and all items noted are included
<input type="checkbox"/> Installation contractor is properly trained and qualified to install fire alarm systems

A Permit and Plan Review fee will be assessed based on the total value of the project, but not less than a \$40 Permit Fee and a Plan Review Fee (when applicable) of \$40. Permit and Review fees increase proportionally to the contract value of the project.

I hereby make application for permit to perform the work described herein, and if permit is granted, I agree to conform to all review comments, City Ordinances, State/International/National Codes as applicable, and applicable requirements set forth by the City or State Fire Marshals Office, whether specified herein or not, and in accordance with all plans submitted. I certify that the information given is true and accurate:

Print	Sign	Date
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## **Quick Permit Scope and Modification Limitations**

1. There is no change in occupancy classification, no new alarm panels (FAC or NAC), no new circuits added, no battery upsizing is necessary.
2. Area of work limited by plan size requirements listed below.
3. Work may include addition and/or relocation of: pull stations, duct detectors, smoke damper in-duct detectors, notification appliances, sprinkler monitoring devices, area smoke detectors, connection of exit access controlled egress or delayed egress, or connection of cooking hood or other suppression systems to the alarm system.

## **Plan Size Requirements**

1. Entire area of work to be shown on a single 8 ½ x 11” sheet – no multiple sheet plans.
2. Exact scaling is not required if it is not applicable to code verification.
3. Drawings for notification appliances and area smoke detectors must be scaled to 1/8” and fit on a 8 ½ x 11” sheet.

## **Plan Submittal Check List**

The following check list is provided as a summary of the minimum information required on or to accompany the submittal. It is the contractor’s responsibility to have a thorough working knowledge of the applicable City, State, National Fire Protection Association (NFPA), and International Code Council (ICC) requirements and to include additional information that may be specific to this system.

1. Name, address, phone, fax, e-mail, and state contractors license number of the licensed contractor.
2. Creation date of plan, revision dates, point of compass, scale and graphic representation of scale.
3. Manufacturers cut sheets for all new equipment, clearly indicating which models will be utilized.
4. Floor plan indicating all device locations and clearly identifying rooms, areas, etc.
5. Floor plan shall distinguish between new and existing devices (such as clouding new work, etc.).
6. Conductor types and sizes for new work areas.
7. Revised battery calculations for affected FAC or NAC (If batteries must be upsized the quick permit does not apply). Voltage drop calculations for affected notification circuits.
8. Clear description of ceiling construction.
9. Operation of any specialized equipment (smoke control/exhaust or other life safety systems).
10. Compatibility listings to verify component compatibility with the FA control panel

## **Pre-Final Inspection Check list**

The contractor shall verify completion of the following items prior to scheduling the final inspection. Any item from this general list found outstanding at the time of the final will result in termination of the inspection and assessment of a re-inspection fee.

- All equipment, devices, etc. have been installed per the submitted prints. Any deviations, as approved prior to the final, shall be noted on as-built drawings that will be provided to the inspector.
- 100% pre-test has been completed and documented by the contractor.
- Contractor has current State License and proper documentation indicating adequate training and qualifications to install the selected system.
- Final Inspection to include: verification of device placement, functional test of system, response time test, review of contractors 100% self-inspection documentation.
- Permit, system manual(s), and needed testing equipment.
- Provide a Record of Completion attesting to proper installation.
- A copy of the Record of Completion shall be issued to the owner and the inspector.
- A copy of the submittal package and the Record of Completion shall be placed in a plan tube or binder marked “Fire Alarm Plans – Do Not Remove From Site” shall be installed at the fire alarm panel.