

Community Planning and Development Services Department
Inspection Services Division

Fire Alarm System Submittal Requirements

Permit Procedures

- Permits and submittals are required for all work.
- “Walk-thru” permits are available for adding/relocating three or fewer devices.
- Fees are based on number of stories protected for new installations. For modifications to existing systems, fees are based on number of devices per floor, up to the maximum per floor rate for new installations.
- Complete Permit Application Form, in full, and include all submissions. Sign the application.
- A separate [Electrical Permit](#) is required and must be applied for no later than the time of fire alarm submittal. 110 volt (or higher) connections requires a Master Electrician licensed by the City of Rockville.
- Fees should be paid at the time of submission, and must be paid prior to permit issuance. (No credit cards).
- For revisions to approved plans, include copy of original approved plans. Complete a blue “Revision” form.
- The contractor listed on the permit application will be called with the result of the review as follows:
 - Approved plans will have the comments and permit attached and will be ready to pick up, once all fees are paid.
 - Disapproved plans will have the comments included and will be ready to pick up.
 - At the discretion of the reviewer, the submittal may be placed on hold and all comments will be given verbally or faxed.
- Permit Techs can give plan review status & approximate turnaround time.

General Submittal Requirements

- Number of copies: minimum of two; maximum of five. The City of Rockville will retain one set.
- Drawings must be prints with no handwritten changes or corrections (after printing). They must be folded and stapled in sets. Highlighting is acceptable and recommended.
- For continuations of large projects or for revisions, indicate the permit number and include a copy of the original reviewed plans.
- For submittals involving work on a portion of any plan (such as tenant work or partial revisions), cross off any areas not to be reviewed on each set.

Drawings

- Project name and address (include all addresses if more than one building).
- Project owner's name and address including zip code (tenant for tenant work; building owner for shell work).

- Building construction permit number.
- Contractor name, address, telephone number, and contact person.
- Symbol and abbreviation key.
- The preferred scale for floor plans is 1/8" per foot. Minimum 1/8" required.
- Occupancy of all rooms and areas labeled.
- Location of all partitions. Indicate height of all moveable partitions.
- Rating of any fire walls, partitions, doors, and associated detection.
- Smoke partitions, doors, duct penetrations, and associated detection.

Equipment

- Include catalog cuts for all equipment to be used.
- For system additions, submit existing equipment catalog cuts for coordination and compatibility.
- Annotate all catalog cuts to show exact model(s) to be used.
- Include system devices provided by others such as duct detectors, tamper and flow switches, etc.
- Proposed final annunciator layout. Orient diagram the same as the viewing angle.

Wiring Diagram

- This must be a point-to-point diagram showing all terminal connections at devices and panel(s).
- Typical circuits or devices may be shown once.

Riser Diagram

Show all devices and panels. Give all wire counts.

Sequence of Operations

For all initiating devices, show all system outputs such as audible and visual devices, annunciation, door and damper closure, AHU shutdown, door unlocking, smoke control system activation, sprinkler system activation, etc. This must be in matrix form for high-rises.

Battery Calculations

Show all devices and current draw. Provide the required alarm and supervision time.

Circuit Calculations

Show all devices and current draw. Show total circuit load, not to exceed maximum circuit capacity.