



SUMMIT FIRE & EMS AUTHORITY

(970) 262-5100

P.O. Box 4910

Frisco, CO 80443

[summitfire.org](https://www.summitfire.org)

2026 Fire Alarm Submittal Checklist

Effective Date: January 1, 2026

Project Name: _____

Project Address: _____

Date Submitted: _____

All plan submittals must include this completed checklist and be uploaded through our website, <https://www.summitfire.org/permits>, that uses Accessgov system. Submittals shall comply with:

- 2024 International Fire Code (IFC)
- 2025 NFPA 72
- Summit Fire & EMS (SFE) Life Safety Policy
- 2024 SFE Amendments
- All other applicable ICC and NFPA codes

Incomplete submittals will be marked as "**Corrections Required**" and must be resubmitted with applicable fees.

I. Application Requirements

NOTE: The project will require one rough and one final inspection.

- o Additional inspections will incur fees.
- o Rough inspections may not occur until all fire, electrical wiring, and spray foam installation are complete.

 Plans shall:

- o Have the correct Global Information System (GIS) address.
- o Meet the minimum code requirements referenced above.
- o Be submitted electronically in flattened, unsecured PDF format
- o Be stamped by a designer holds NICET Level III or Fire Protection Engineer Certification.
- o If an elevator is involved, it shall be labeled as traction or hydraulic.

 The cut sheets are to be highlighted of the devices/models being used.

 Graphic map installed per the Authority Having Jurisdiction (AHJ) approval.

- o The map must identify all alarm points/zones.
- o Minimum font: 10pt Calibri.

II. Graphics, Documentation and Access

- A Document Retention Box is required for all submittals. Approved plans and as-builts must be stored in an approved enclosure with access in USB and paper formats.
- All general alarms activate an exterior white strobe (minimum 110 cd) and outside audible alarm (minimum 85 dBA), unless AHJ-approved otherwise.
- Knox Box Vault (not Home Box) is installed in an AHJ-approved location for buildings with life safety systems or elevators (per IFC and SFE Amendments).
- A card with the reset code and instructions on how to reset the Fire Alarm Control Panel (FACP), shall be placed inside the key box.
 - o The reset code shall be separate from the owner's code.



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- o The reset code should be programmed in the last available slot for alarm codes.

III. Installation Specifications

- ☐ Factory certification shall be submitted verifying the detection devices are rated for elevations above 8,000".
- ☐ Opening access shall comply with the International Mechanical Code (IMC) and provide a minimum opening area of ten inches by ten inches (10" X 10") to allow for inspection and maintenance of the detector, sampling tube, or sampling port.
- ☐ The detector, sampling tube, and/or sampling port shall be within 3" of the opening.
- ☐ The reset switch for duct detectors shall be accessible without the use of special tools or equipment (i.e. ladder).
- ☐ Fire alarm wiring shall be red or red-striped (unpainted).
 - o Conduits housing alarm wires are red.
 - o All junction boxes are labeled "Fire Alarm System" in 1/2" white lettering.
- ☐ Romex® wiring is permitted only if compliant with SFE Life Safety Policy 3.21.1.

IV. System Design Restrictions and Special Systems

- ☐ Owner-installed systems that do not comply with NFPA 72 or this guide is prohibited.
 - o This includes, but is not limited to: Comcast, SimpliSafe, SmartThings, Ring, Nest, etc.
- ☐ Initiating devices for elevators shall comply with chapter 21 of NFPA 72.
- ☐ The plans shall state what type of elevator will be installed and all devices shall be listed for the intended function of the elevator recall.
- ☐ Emergency Voice/Alarm Communication Systems (EVCS) shall be installed in buildings that are four stories or more in height or greater and/or larger than 50,000 square feet.
 - o The AHJ shall approve the design of the system.

Applicant Acknowledgment: By signing below, I acknowledge that I have read and understood all permit submittal requirements outlined in this checklist. I certify that all submitted materials meet the specified codes and standards to the best of my knowledge.

Applicant Signature: _____

Printed Name: _____

Company: _____

Date: _____