



## Fire Alarm Plan Submittal Checklist

**Effective Date:** January 1, 2026

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Type:**  Commercial  Residential  Existing  Maintenance  Retrofit

**Date Submitted:** \_\_\_\_\_ **Reviewed By:** \_\_\_\_\_

All plan submittals must include this completed checklist and be uploaded through AccessGov. Submittals shall comply with:

- 2025 NFPA 72
- 2024 International Fire Code
- 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.

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### I. General Submittal Requirements

- Plans meet NFPA 72 (2025 Edition), Section 7 requirements.
- Designer holds NICET Level III or equivalent certification.
- Electronic plans are to be submitted in flattened, unsecured PDF format and the cut sheets are to be highlighted of the devices being used.
- The project will require one rough and one final inspection. Additional inspections will incur fees. Rough inspections may not occur until all fire, electrical wiring, and spray foam installation are complete.

### II. Graphics, Documentation & Access

- Graphic map installed per AHJ approval. The map must identify all alarm points/zones. Minimum font: 10pt Calibri.
- 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 FACP, shall be placed inside the key



box. The reset code shall be separate from the owner's code. The reset code should be programmed in the last available slot for alarm codes.

### III. Installation Specifications

- Factory certification submitted verifying the detection devices are rated for elevations above 8,000 ft.
- Opening access shall comply with the 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 feet 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). Conduits housing alarm wires are red. 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 & Special Systems

- DIY, MIY, or owner-installed systems that do not comply with NFPA 72 or this guide are prohibited. This includes, but is not limited to: Comcast, IFTTT, 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. The AHJ shall approve the design of the system.

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**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: \_\_\_\_\_