

# ***Process and Procedures for Fire Alarm Systems (New, Change-out, or Modification)***

## **Notice to Fire & Life Safety Permit Applicants:**

**For our office to be able to expedite your permit request in a timely manner, we ask that you assist us by following these procedures:**

**All applicants must completely fill out and sign a Fire Alarm Permit application.**

- A)** Submit two (2) sets of complete system schematics and (2) sets of signed and sealed plans including, but not limited to: building floor plan, location of FACP, remote panel, detection device, pull stations, detail of devices etc. One set will be returned to you when approved.
- B)** If current copy is not already on file, submit a copy of your Florida Contractor's license, Santa Rosa County Occupational license, Proof of Worker's Compensation, and Proof of General Liability.
- C)** Pay plans review fee of \$125.00 (per fee schedule).
- D)** Plans will not be accepted until steps A, B, & C are completed.
- E)** If approved, your copy of approved plans, permit, and comments letter may be picked up at FPB offices.
- F)** If not approved, comments letter may be emailed or faxed to you.
- G)** **No work shall commence without MFD Permit being issued and posted on site.**
- H)** **Permit must be posted on site throughout construction.**
- I)** Licensed contractor to be on site at all times during installation and testing and must have a current ID card with license number in his/her possession at all times (F.S. 489.5785).
- J)** Your copy of MFD FPB approved plans must be on site during construction.
- K)** **All inspections shall be scheduled not less than 24 hours in advance.**

**The following inspections must be called for throughout the system progress in compliance with NFPA 72:**

Above plans review fee includes one rough-in and one final inspection. All additional inspections are \$25.00 each due prior to inspection.

- 1)** Fire Alarm system rough-in (pull stations to remain open and conduit visible; must be signed off by MFD Inspector prior to covering walls)
- 2)** Final Test in compliance with NFPA 72 including but not limited to: full activation of system from detection to FD notification, battery test, decibel level test (Contractor must provide meters)