



Fire Alarm Checklist



The City of Wilmington Fire Department and New Hanover County Fire Services require UL certification according to Section 903.4 of the NC Fire Prevention code. To obtain a permit for a fire alarm system for a building requiring a fire sprinkler, the permit applicant must have a UL certificate in place prior to the issuance of a Certificate of Occupancy or Compliance. A letter is required stating any alterations or additions to an existing fire alarm system has been approved by the UL provider. **A copy of the letter must be submitted with the fire alarm permit application.**

ALL REQUESTS FOR FIRE ALARM PERMITS SHALL COMPLY WITH THE FOLLOWING SPECIFIC DESIGN STANDARDS:

Drawings:

General

- Complete set of drawings – One Engineer sealed and one shop drawing
- For all buildings considered a high-rise by the NC Building code, special consideration must be provided for responding personnel to meet the intent of NFPA 72 1-5.7.1 and 1-5.7.1.1 (1999), as approved
- All sheets must be the same size (“C” size 24” x 36” preferred)
- 1/8” Scale only
- Drawing number, revision and date
- Name and address of project
- Name and address of installing contractor
- Reviewed by Section on Title Block Showing NICET certification sub-field, level, number, and expiration date if required
- Type of system being installed, altered, or added to with all devices, control panels, and boosters
- Show compass points
- Key plan for building sections
- Clear and legible plans suitable for photocopying

Fire Alarm Project Requirements

- Identify type of Fire Alarm system being installed and list all applicable codes, standards with editions used in the system design, type of wiring, and wiring legend
- Identify whether or not wiring is being installed in conduit, open wiring, power limited, or non-power limited. Wiring legend
- Symbol list with Manufacturer, part number, and back box
- Identify location of all main and sub control panels
- Identify fire alarm enunciators
- Location of Lock box (Installation should be coordinated with general contractor)
- Identify location and installation height of all devices
- Location of source of standby power
- Location of all ancillary devices (door holders & closers, gas shut off, fan shutdown, smoke dampers, shunt trips, etc)
- Identify location of fire sprinklers, risers, water flow and tamper switches, fire pumps and controllers, access doors and signage, duct detectors, fire alarm zones, and rated walls

If you have any questions concerning plan review or permit issuance, please free to the City of Wilmington Fire Department at (910) 343-0696 or New Hanover County Fire Services at (910) 798-7420.