



# LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills – Director  
Rick Goff – Building Official

Room 114, Linn County Courthouse  
PO Box 100, Albany, Oregon 97321  
Phone 541-967-3816, Fax 541-926-2060

## Fire Detection & Alarm Systems Submittal Checklist

This checklist is for the installation of Automatic and Manual Fire Detection and Reporting Systems

As required by 2012 International Fire Code (IFC), 2013 National Fire Protection Association (NFPA) 72, & Local Jurisdiction Ordinances.

<b>Project Information:</b>	
Project Name _____	City/Jurisdiction _____
<b>General Project Submittal Minimum Standards:</b>	
<b>Plans which do not contain the minimum information will not be accepted for plan check.</b>	
Applicant	Office Use Only
	<b>Minimum Plan Review Standards</b>
	Completed Permit <b>APPLICATION</b> required at the time of plan submittal.
	Clear and legible <b>DRAWINGS</b> .
	<b>LINES</b> and letters must be dark enough to provide good contrast on paper.
	<b>PAPER</b> must be sturdy, such as blueprint or standard drafting paper. Tracing paper, graph paper, poster board, and cardboard are <b>not</b> acceptable.
	<b>LETTERING</b> must be at least 1/8" high.
	Shall be drawn in indelible <b>INK</b> . Prints and pencil drawings are <b>not</b> acceptable (including corrections or alterations).
	<b>SCALE:</b> All drawings must be drawn to scale. Standard drawing scale for commercial plans is 1/8" = 1" or residential plans at 1/4" = 1". Engineering equivalent scale may be substituted.
	<b>SIZE REQUIREMENTS:</b> Standard drawing size is 24" X 36". Drawings must be of one size. Plot plans may be 1/8, 1/20, or 1/40 scale, provided they are legible. Do not attach information with clips, tape, glue, or staples.
	<b>THREE SETS</b> of plans are required for submittal. Additional sets may be submitted if the applicant requires more than one stamped, approved set of plans.
	<b>PLAN REVIEW FEE</b> is required when the plans are to be picked up.
	<b>Oregon State Law</b> requires that any registered professional who prepares or supervises the preparation of drawings and construction documents stamp and sign such documents.

### Requirements:

Applicant	Office Use Only
	<b>Description of Requirements</b>
	Manufacture's literature (cut sheets) of all fire alarm system components.
	Make, model, type, number, and voltage of storage batteries used for secondary power and the battery discharge calculations.
	Voltage drop calculations in conductors of multiplexing systems.
Applicant	Office Use Only
	<b>Description of Requirements</b>



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<b>Working Drawings – Floor Plans:</b>	
	Compass direction and clearly marked scale.
	Ceiling Construction and reflected ceiling plan.
	Full-height cross section.
	Location of area and/or occupancy separation walls, partitions, and stairway enclosures.
	Occupancy of each room or area.
	Location and size of concealed spaces and closets or any questionable small enclosures in which no automatic detection is to be installed.
	Where applicable, scaled cross-section representation of detector mounting locations or door closure services.
	The means of protection alarm detection or signaling circuits from physical damage and/or overcurrent.
<b>System Information:</b>	
	Legend showing all symbols, device descriptions, size and type of outlet box mounting height.
	Make, model, type, and location of all fire alarm control panels.
	Make, model, type, and location of all fire alarm annunciator panels.
	Make, model, type, and location of all automatic detection or signaling devices.
	Make, model, type, and location of all manual initiation devices.
	Make, model, type, and location of candela/decibel rating for all audible and/or visual alarm devices.
	Location of fire department command center(s).
	Make, model, type, and location of all door closures, smoke dampers, HVAC shut-down devices, elevator recall devices, fire protection system monitoring devices, or similar equipment that affect buildings of fire protection equipment services.
	Make, model, type, and location of all off-premises reporting devices.
	Location of sprinkler system water flow and tamper supervision, if applicable.
	Location of range hood fire suppression systems discharge contacts, if applicable.
	The sources of primary power and its wiring riser diagram.
	The source of secondary power.
	The signal initiating circuits and wiring diagram, including calculations for signal circuits for loads, wire size, and length.
	Location of end-of-line resistors.
	For digital alarm communication transmitters, the configuration of the two separate transmission lines.

**Please read the information below and sign before submitting your application**

Your application shall be deemed complete only if this checklist is completed and submitted along with the submittal package. Submittals not accompanied by a checklist will not be accepted. Accuracy of the submittal package, including the checklist, is the responsibility of the applicant. Failure to submit an accurate submittal package will be considered an incomplete application by the Plan Reviewer. An incomplete submittal will result in a HOLD. A resubmittal (new submittal package) will be required and always results in a delay.

I have checked the application boxes and have included those requirements in my submittal.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature