Fire Alarm Plans - Submittal Requirements

Fee Required:

• A $40.00 fee is required to be paid at the time of submittal.

Submittal package:

• Completed form titled “Plans Review Submittal Request”.
• A minimum of 3 copies of your plan drawings (All stamped, signed & dated).
• A minimum of 1 complete set of product data sheets (Highlight model numbers used).

Licensing Required:

• Texas Registered - Fire Alarm Planning Superintendent (APS) or,
• Texas Registered - Professional Engineer (PE)

Codes adopted:

• International Fire Code (IFC) - 2012 edition
• International Building Code (IBC) - 2012 edition
• International Mechanical Code (IMC) - 2012 edition

Standards adopted by reference:

• NFPA 72 “National Fire Alarm & Signaling Code” - 2010 edition
• NFPA 13 “Standard for the Installation of Sprinkler Systems” - 2010 edition

Fire Alarm Shop Drawings:

Shop drawings shall be professional, legible & drawn to scale. The minimum scale accepted is 3/32 or larger. Drawings that have been reduced or enlarged without keeping their scale will be rejected. Drawings that are cluttered by other elements/trades, not related to the fire alarm system or its functions, will be rejected.
Submitted fire alarm drawings shall include the following:

1. **Cover Sheet.**
   - Fire alarm company name, address & phone number.
   - Designer’s stamp (Name, Signature, Date & Licenses #).
   - Official business name & address of job site.
   - Scope of work to be performed.
   - Codes & standards utilized for the design concept (include all edition dates).
   - Building construction type.
   - Building use classification (occupancy).
   - Voluntary systems, not required by code, shall state “Non-Required System”.
   - Fire alarm system signaling path for monitoring (phone, cell, IP, etc.).
   - Date of design, plus dates of any revisions/resubmittals if applicable.
   - Wiring type, class & size used in project.

2. **Device symbol legend.**
   - All symbols shall comply with NFPA 170.
   - Device model numbers shall be shown.
   - An accurate count of each device shall be shown.

3. **Scale representation.**
   - Shall include the numerical designation (3/32 or larger), and
   - Shall include the graphical scale (linear scale bar) for verification.

4. **Compass indicating North.**

5. **Key Plan** (Shaded key plan showing area of work as applicable).

6. **Interfaces with all fire safety control functions** (Elevator, Fire Door, HVAC, Dampers, etc.).

7. **Location of all interfaces to other systems** (Sprinklers, Kitchen Hoods, etc.).

8. **Fire alarm evacuation zones** (Projects requiring zoned evacuation only).

9. **Sequence of operation matrix** (include all fire safety functions).

10. **Initiating devices used to perform specific functions,** shall...
    - Show the location of the device on the floor plan.
    - Give the devices address label.
    - Give the specific function the device activates.

11. **The floor plan shall show all rooms, walls & doors.**

12. **All rooms shall be labeled,** indicating their intended use.

13. **Show all fire rated walls & smoke rated barriers as applicable.**

14. **Floor Identification** (Multi level buildings only).

15. **Location of FACP, Booster Panels, Transmitters & Annunciators.**

16. **Location of all initiating devices.**
    - Must show complete path of SLC wiring.

17. **Location of all notification devices.**
    - Must show complete path of NAC wiring.
    - Visual devices shall indicate their candela rating.
    - Speaker devices shall indicate their wattage setting.

18. **Riser, detailed drawing.**
    - General arrangement of system in buildings cross-section.
    - All circuits are to be labeled & identified in the riser.
    - All devices are to be labeled & identified in each circuit.

19. **Battery calculations.**

20. **Voltage drop calculations.**
21. Device point to point connection detail (Schematic showing connection inside panels, etc.).
22. Manufacturer’s data sheets, highlight model numbers for equipment, devices & materials.

**Conclusion:**

Plans will be reviewed on a first-come, first-served basis. The Fire Marshal’s Office will retain 1 set of plan drawings & 1 set of product data sheets for our records. The contractor will be notified when their plans are ready for pickup. Contractors will then have 10 working days to retrieve their plans, after which they will be discarded. Plans that do not meet the design criteria mentioned in this document are subject to rejection. These requirements were derived from the following reference materials:

- *IFC* - 2012 edition, Section - 907.1.2 (Fire alarm shop drawings.)
- *NFPA 72* - 2010 edition, Section - A.10.18.1.2 (Shop Drawings.)
- *Texas Dept. of Insurance* - 2016 edition, Chapter 34, Subchapter F – (Fire Alarm Rules)

**Contact the Lubbock Fire Marshal’s Office with any questions:**

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**PLANS REVIEW SUBMITTAL REQUEST**

**PLEASE PRINT**

**Date:** ______________________  
**Paid by**  
**Check** (payable to City of Lubbock)  
**Cash**

**Contractor Name:** ______________________  
**Contact Person:** ______________________

**Telephone No.:** ______________________

**Facility Name:** ______________________

**Facility Legal Address:** __________________________________________

**Type of Plan:**  
☐ Fire Alarm System  
☐ Fire Sprinkler System  
☐ Clean Agent System  
☐ Flow Test  
☐ Kitchen Hood Suppression System  
☐ Other: ______________________

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**OFFICE USE ONLY**

**Time**  
**Date**  
**Reviewed**  
**Reviewed By**

**Person Notified** ______________________  
**Date** ______________________

**Contractor or Representative** ______________________  
**Date** ______________________

*(To be signed at the time plans are picked up)*