



FIRE ALARM PLAN SUBMITTAL GUIDE

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This guide is provided for the convenience of our customers. Complete and accurate plan submittals help speed up the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions by staff. Please use the following information to ensure that your application includes all the details needed for an efficient review of your plans.

Aurora Building Division's website: [Building Division - City of Aurora \(AuroraGov.org\)](https://www.auroragov.org/Building-Division)

IMPORTANT

Automatic Fire Alarm Systems are plan reviewed, permitted, and inspected within the Aurora Building Division, on behalf of Aurora Fire Rescue. – Please, direct all calls and emails related to plan review, permitting, or inspection to this department.

SUBMITTAL REQUIREMENTS:

- Complete set of working plans, equipment specification sheets, and electrical calculations in accordance with the NFPA 72.
- All plan review submittals to include small projects are subject to the minimum required documentation outlined in the NFPA 72.
- Additional information from Chapter 7 of the 2019 NFPA 72 might be necessary for proposed installations to complete an adequate review and approval for the project.
- COA - Approved site plan utility sheet showing location of fire lanes, front main entrance, Fire Department Connection, Knox Hardware, and fire riser room.
- The PDF file uploaded shall be flattened, unsecured, and one single file.
- Shop drawings must be prepared and signed by a minimum of a NICET fire alarm III certified individual, or a fire protection engineer licensed by the state of Colorado. The plans must be electronically signed, and dated by the design professional for each sheet.
- Specific equipment part of the design shall be identified in the specification sheets shall be clearly identifiable by either highlighting or marking.

FIRE ALARM ELECTRICAL ROUGH AND FINAL INSPECTIONS:

- When requesting an electrical rough inspection include both an electrical inspection and a fire alarm inspection.
- All system components must be visible for inspection.
- Special equipment or appliances necessary for any required inspection shall be provided by the contractor or business owner.
- Upon completion of work, the contractor must provide one or more of the following documents where applicable.
 - System Record of Completion.
 - Emergency Communications Systems Supplementary Record of Completion.
 - Power Systems Supplementary Record of Completion.
 - Notification Appliance Power Panel Supplementary Record of Completion.
 - Interconnected Systems Supplementary Record of Completion.
 - Deviations from Adopted Codes and Standards Supplementary Record of Completion.
- These documents shall be filled out and signed by both representatives. Copies shall be prepared for the approving authorities, owners, and contractors (NFPA 72, Chapter 7).

LETTER OF INTENT FOR EMERGENCY PANEL REPLACE:

Where fire alarm panel equipment replacement and repairs must be performed in an emergency, a letter of intent shall be submitted to permit the replacement of an inoperative fire alarm panel and initial rough inspections. A City of Aurora Building permit for the work must be obtained the next day that the Building Division is open for business. Any work performed before the permit is issued must be done in accordance with the IFC and NFPA Standards and corrected if not approved by the fire code official.

This need for a repair or replacement is not intended to bring the existing system up to current code requirements. Existing devices not compatible with the new control panel shall be replaced on a one-for-one basis.

PUBLIC AND STATE APPROVED CHARTER SCHOOLS - DIVISION OF FIRE PREVENTION AND CONTROL REQUIREMENTS.

- Please contact the Division of Fire Prevention and Control to obtain the current "Fire Alarms in Schools FAQ" sheet and 4070 Form.

ADD THE FOLLOWING GENERAL NOTES TO YOUR PLAN SUBMISSION.

- FIRE ALARM SYSTEMS CANNOT BE COMBINED WITH BURGLAR ALARM SYSTEMS.
- THE INSTALLER IS REQUIRED TO COORDINATE WITH THE MECHANICAL CONTRACTOR TO DETERMINE INSTALLATION OF SMOKE DETECTORS OR SENSORS (I.E., NOT CLOSER THAN 3 FEET FROM ANY SUPPLY/RETURN DIFFUSER AND THAT ADDITIONAL DETECTION MAY BE REQUIRED DUE TO THE RELOCATION OR SPACING ADJUSTMENT OF DETECTORS, AS A RESULT).
- FIRE ALARM DEVICES MUST BE PLACED IN PROTECTED AREAS WITH AMBIENT TEMPERATURE RANGING FROM 32 DEGREES TO 120 DEGREES F.
 - DO NOT PLACE SMOKE DETECTORS WITHIN 3 FEET OF AIR SUPPLY REGISTERS AND DIFFUSERS.
- THE FIRE ALARM SYSTEM SHALL BE MONITORED BY A CLASS I CENTRAL STATION.
- FIRE ALARM CONTROL PANEL WILL BE PLACED IN THE LOCATION SPECIFIED WITHIN THE PLAN SUBMITTAL UNLESS APPROVED BY THE LIFE SAFETY FIELD INSPECTOR.
- THE CITY OF AURORA BUILDING DIVISION DOES NOT GRANT APPROVAL FOR ANY VIOLATIONS OF ADOPTED FIRE CODE. CODE VIOLATIONS DISCOVERED DURING FIELD INSPECTIONS MUST BE CORRECTED.

- FIELD INSPECTION CONSULTATIONS ARE AVAILABLE UPON REQUEST.
- AUDIBLE ALARM SIGNALING DEVICES SHALL EXCEED THE PREVAILING SOUND LEVEL IN A ROOM OR SPACE BY 15 DBA. SOUND LEVELS FOR ALARM SIGNALS SHALL BE 110 DBA MAXIMUM, IFC SECTION 907.5.2.1.2.
- Per the adopted IFC and NEC, THE INSTALLER MUST REQUEST BOTH AN ELECTRICAL A ROUGH WIRING INSPECTION AND FIRE ALARM INSPECTION.
- THE CONTRACTOR SHALL CONDUCT A "PRE-TEST" OF THE PROJECT AREA PRIOR TO SCHEDULING AN ACCEPTANCE TEST WITH THE BUILDING DIVISION.
- REMOTE ALARM INDICATORS SHALL BE PROVIDED FOR ANY AUTOMATIC FIRE ALARM DETECTOR LOCATED IN A CONCEALED LOCATION WITH A NORMALLY LOCKED DOOR.
- AT THE TIME OF FINAL FIRE ALARM INSPECTION, THE SYSTEM MUST BE SUPERVISED/MONITORED BY A CLASS I CENTRAL MONITORING AGENCY.
- THE INSTALLING CONTRACTOR (OR DESIGNEE) MUST PROVIDE ALL NECESSARY TESTING EQUIPMENT AND PERFORM ALL TESTING REQUIRED BY THE LIFE SAFETY FIELD INSPECTOR.
- IN-DUCT SMOKE DETECTORS INSTALLED IN CONCEALED LOCATIONS OR, WHERE THE DETECTORS ALARM INDICATOR IS NOT READILY VISIBLE TO RESPONDING PERSONNEL SHALL BE PROVIDED WITH A REMOTE INDICATOR(S), REMOTE TEST STATION AND PERMENANT PLACARDING.
- ALL NEW OR EXISTING FIRE ALARM SYSTEMS MUST BE CONNECTED TO ANY EXTERIOR HORN AND STROBE DEVICE. IF THE BUILDING IS FIRE SPRINKLED, A GENERAL ALARM ACTIVATION AT THE FIRE ALARM CONTROL PANEL WILL ACTIVATE THE EXTERIOR HORN AND STROBE. SILENCING THE PANEL MUST ALLOW THE VISUAL DEVICE TO CONTINUE UNTIL THE PANEL IS RESET.
- FIRE ALARM SYSTEMS SHALL INCLUDE BOTH AUDIBLE AND VISUAL ALARMS. VISUAL ALARMS WILL BE REQUIRED IN ALL ACCESSIBLE PUBLIC AND COMMON-USE AREAS PER THE IFC AND ANSI.
- PROVIDE PRIMARY AND SECONDARY POWER SUPPLY FOR THE FIRE ALARM SYSTEM PER THE IFC AND THE NFPA 72.
- THE FIRE ALARM INSTALLATION CONTRACTOR MUST COMPLETE THE NFPA 72 "RECORD OF COMPLETION" PRIOR TO SCHEDULING THE AHJ ACCEPTANCES TEST.
- PREVAILING SOUND LEVEL IN A ROOM OR SPACE BY 15 DBA. SOUND LEVELS FOR ALARM SIGNALS SHALL BE 110 DBA MAXIMUM, IFC SECTION 907.5.2.1.2.