



## TOWN OF SOUTHOLD

### FIRE MARSHAL

Town Hall Annex 54375 Main Road P. O. Box 1179 Southold, NY 11971-0959

Telephone (631) 765-1802 Fax (631) 765-9502 Email [jamese@southoldtownny.gov](mailto:jamese@southoldtownny.gov)

### **Fire Alarm System Submittal Guidelines**

All fire alarm systems installed within the jurisdiction of the Town of Southold shall meet all the applicable sections of the following current codes:

- 2020 Building Code of New York State
- 2020 Fire Code of New York State
- NFPA Standard 72 - National Fire Alarm Code, 2016 Edition
- NFPA 70 - National Electrical Code (NEC) 2017
- Code of the Town of Southold
- 2020 Mechanical Code of New York State
- Manufacturer's Installation Instructions

The intent of this document is to facilitate the process of design and installation of a fire alarm system. Consult the applicable code sections for any unmentioned detail information.

All installation work shall be done by a New York State security/fire alarm licensed contractor. Please contact the Town of Southold Building Department at (631) 765-1802 with any questions or to schedule an inspection.

#### 1 Submittal Requirements

Plans shall be submitted to the Building Department. All fire alarm system plan submittals shall include:

- A. A completed [Fire Protection System Permit Application](#).
- B. Three (3) complete sets of the required plans signed and stamped by an engineer or registered architect licensed by the State of New York, specifications, and calculations conforming to design criteria. (Refer to #5 - Plan Submittal Requirement Checklist).
- C. Two (2) sets of manufacturer's data sheets (cut sheets) of all components and devices.
- D. Payment of Fees. A \$250 permit fee is required for a non-residential permit. A \$50 Certificate of Occupancy fee is required if the project is not part of an existing open building permit. All checks are to be made payable to the Town of Southold.

NOTE: Failure to provide all of the requested information will result in unnecessary delays in the plan review process.

#### 2 Approval of Plans

- A. Plans are reviewed in the order they were submitted.
- B. Plan reviews will be completed as soon as possible. Plan revisions, changes, or an incomplete submittal package may delay your final plan approval.
- C. The approved plans, specifications, calculations, and permit shall remain on the job site at all times. Installations are subject to final acceptance testing, inspection and approval.
- D. Plan approvals do not release the contractor or property owner from responsibility of full compliance with all applicable codes and ordinances relating to the construction project.

### 3 Acceptance Testing and Inspections

Fire Marshal Witnessed Acceptance Test - Scheduling of inspections shall be requested by calling the Town of Southold Building Department at (631) 765-1802 or by email [jamese@southoldtownny.gov](mailto:jamese@southoldtownny.gov).

1. On the day of the test the installing contractor shall provide the following:
  - a) Approved plans and/or revised plans.
  - b) Appropriate tools for removing, testing, activating, etc., any fire alarm device.
  - c) NFPA 72-written “[System Record of Completion](#)” document. This can be sent electronically to [jamese@southoldtownny.gov](mailto:jamese@southoldtownny.gov).

### 4 Fire Alarm Design Criteria

1. The fire alarm system shall meet the requirements of NFPA 72.
2. Identify the type of fire alarm system per the current 2020 Building Code of New York State, 2020 Fire Code of New York State and NFPA 72.
3. All penetrations of any fire rated assemblies shall be repaired with a listed system. Provide the listed penetration details on the plans.
4. The fire alarm system shall be addressable as to the type of device and zoned per floor.
5. Provide certification and contract for off-site monitoring company.
6. Provide all test documentation per NFPA 72.
7. System documents shall be housed in the documentation cabinet as required by NFPA 72 Chapter 7.
8. Any repairs or the replacement of a fire alarm panel shall be considered a new fire alarm system and subject to all the testing requirements for a new fire alarm system.

### 5. Plan Submittal Requirement Checklist

A typical fire alarm system plan submittal will include three (3) complete sets of the following items (A thru M). Failure to provide the required information will result in the delay of your plan review.

#### A. Title Sheet which includes:

Address of project.

Name and Address of Owner.

Name and Address of Tenant.

Name and Address of Project Engineer and/or Architect.

Name and Address of System Designer and/or Installing Contractor.

#### B. Scope of Work. Written narrative providing the intent and system description.

#### C. Design Details, which includes:

Standards used for the design of the system.

Details on the occupancy type.

Construction type.

List of initiating and signaling zone assignments.

Equipment list including quantity of the devices.

D. Floor Plan, which includes:

All rooms shall be labeled reflecting intended use.

Floor or level identification.

All walls, doors and partitions extending within 15% off the ceiling height.

Plans shall be drawn to an established scale.

All initiating and notification device locations.

Type of devices.

Location of fire alarm control unit, transponders and notification power supplies.

Location of annunciators.

Details of ceiling height and construction.

The interface of fire safety control functions.

Classification of the supervising station.

Exterior mounted devices.

E. Symbol List and Equipment Identification on Drawing, which includes:

Symbols to be used on drawings.

Symbol description.

Model number and manufacturer's name.

F. Riser Diagram, which includes:

General arrangement of the system, the number of circuits on each riser and the number of system components on each circuit.

Single line interconnection of devices.

Conductor quantity.

Initiating and notification zone designations.

The interface of fire safety control functions.

G. Two (2) sets of manufacturer's data sheets on all system components and devices. If a submitted data sheet shows multiple devices, the exact device to be used is to be circled, highlighted or called out.

Data sheets can be submitted electronically to [jamese@southholdtownny.gov](mailto:jamese@southholdtownny.gov).

H. A narrative description or input/output matrix of operation indicating sequence of operation.

I. Control Unit Diagrams, which includes:

Identification of the control equipment depicted.

Location(s) of control equipment.

All field wiring terminals and terminal identifications.

All circuits connected to field wiring terminals and circuit identifications.

Field connections to supervising station signaling equipment, releasing/emergency control interfaces.

J. Battery Calculations (where provided), which includes:

Show a 20% minimum safety margin to the calculated amp-hour rating.

Alarm power consumption of all current-drawing devices times the minutes required by the applicable NFPA Standard.

24-hour standby power consumption for all current drawing devices times the hours required by the applicable NFPA Standard.

K. Provide voltage drop calculations for notification appliances.

L. Completed NFPA 72 monitoring forms, which includes:

Identify the type of monitoring.

Documentation of central station or remote station service.

M. If utilizing any of the existing fire alarm components, written verification that the contractor has tested all existing components and the existing system is capable of handling the new work. The written verification shall include the Contractor's Name, address, phone number and Contractors License Number.