



Fire Department | 14321 O'Connell Road, Savage, MN 55378 | [jbresnahan@cityofsavage.com](mailto:jbresnahan@cityofsavage.com)

Please include the following checklist items with your application. Providing complete and accurate information is essential for timely review. Only complete application submittals will be reviewed. To ensure your application is complete, **please include the following with your submittal:**

Fire alarm systems shall be designed and installed to the requirements of the 2020 Minnesota State Fire Code (MSFC), Current Edition of NFPA 72 (National Fire Alarm & Signaling Code), and 2020 Edition of NFPA 70 (National Electrical Code). Contractors shall be familiar with the MN amendments to the 2018 International Fire Code. Note: Exceptions exist in MSFC when fire sprinklers are installed throughout a building.

### **System Design, Drawings**

Drawings shall be legible, scaled, and **ONLY** contain fire alarm components. All symbols shall conform to NFPA 170 standard symbology where applicable. A symbol key shall be included in the submittal documentation for any nonstandard symbols

- Floor plans
- Sequence of operation
- Battery calculations

### **Elevations & Reflected Ceiling plans**

- Provide elevations where necessary to show heights for reduction of spacing
- Provide reflected ceiling plans where necessary to show non-smooth ceiling configurations.

### **Conductor Details & Point to Point**

- Provide details for conductors on the plans, including type, manufacturer, and size.
- A full or typical point-to-point wiring configuration shall be provided for each type of device

### **Equipment Specification Sheets**

- Exterior and underground fire alarm components
- Transition from exterior to interior
- Manual fire alarm boxes and horn/strobes (including installation heights)
- FACP, annunciator panels (FAAP), and external power supplies
- Heat and smoke detectors
- Fire sprinkler water flow and tamper switches, including PIV
- All other fire alarm system components



## **Addressability/Zoning**

All systems installed shall be addressable fire alarm systems unless a zoned system is approved by the Savage Fire Department.

- If applicable, a zone schedule shall be provided indicating zone designation, type of device(s) on the zone, and location information.
- A permanent zone identification map shall be located at the FAAP. The zoning of all fire alarm systems shall be approved by the Savage Fire Department

## **Operational Matrix**

- Voltage drop calculations, circuit amperage, and secondary power supply (battery) calculations shall be submitted. (Secondary power requirements: 24 hours of standby power and then five minutes of alarm annunciation) .

**Note:** Where security system components are powered from the FACP, they shall be included in the battery calculations.

## **Elevations & Reflected Ceiling plans**

- Provide elevations where necessary to show heights for reduction of spacing
- Provide reflected ceiling plans where necessary to show non-smooth ceiling configurations.

## **Miscellaneous:**

- Duct smoke detectors shall be programmed as a supervisory signal.
- Outside horn/light device must be strobe style (not bulb style)
- Smoke detectors shall be tested using a suitable aerosol spray or method designated by the mfg. specs.
- Outside horn/light device must be strobe style (not bulb style).
- Interior alarm horn, if required must be installed in a typically occupied area.
- Tamper switches are required on all sprinkler control valves including the PIV.
- Elevator installations shall meet the requirements of the current MN Elevator Code. Permits are required for the installation of smoke detection for elevator recall. Final testing shall be coordinated with the Savage Fire Department and State elevator inspector.
- Fire alarm electrical circuit breaker must be locked out to prevent tampering and marked in red.
- 24 hour battery test will be scheduled with the Savage Fire Department prior to the full function test.
- Prior to scheduling a full function test/inspection with the Savage Fire Department, the installer shall test 100% of the devices, system components, and functions. The fire alarm contractor will coordinate with the sprinkler contractor for a full-function test/inspection.

Notes: The Savage Fire Department requires copies of the contractor's annual inspection reports within 45 days of the inspection date. Permit or work orders (as applicable) are required for documentation that the deficiencies have been corrected.



# Fire Alarm System Checklist

**Keyholder Information** – Please list three persons that may be contacted in case of an emergency:

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### KEYHOLDER DATA PRIVACY INFORMATION

You are being asked to provide keyholder information on this form for the purpose of expediting city services to your business. Supplying all the information will help us to more effectively provide you and your business with services. Participation in providing this information is voluntary, and you are not required by law to furnish any of the keyholder information. The following keyholder information listed on this form is classified as private data under the Minnesota Government Data Practices Act. Private data is that information which is available to you but not to the public.

- any reference to any hazardous substances on the premises;
- any reference to alarm systems or to alarm companies;
- names, addresses, and phone numbers of persons listed on the alternate/after-hours phone numbers.

You should know that any of the information you provide, if classified as public data, may be provided to other entities and individuals. These entities and individuals may include other agencies of governmental units, or individuals requesting public information the City of Savage maintains as businesses, such as business name, phone number, or business owner.

**Plans will be reviewed and approved by the Fire Department. Review time will vary, but in all cases permit applicants should allow at least two weeks of plan review time if application and submittals are accurate and complete. Submitting incomplete plans and documents will cause delays to the review process.**

***I acknowledge that the items checked on the list above are included on or with the submitted plans:***

Contact Name: \_\_\_\_\_ Contractor: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_