

# POLICY FOR PUBLIC DISTRIBUTION NUMBER 10-7

## REQUIREMENTS FOR AUTOMATIC FIRE ALARM SYSTEMS

This policy provides basic information for the most common conditions and situations. A permit and plan review are required for the installation of all fire alarm systems and components. The installation and maintenance of fire alarm systems shall be in accordance with Article 10 of the 1997 Edition of the Uniform Fire Code (UFC) and the current editions of the National Fire Alarm Code (NFPA 72) and the National Electric Code (NFPA 70). Questions may be addressed to the Union Colony Fire/Rescue Authority - Fire Prevention Bureau between 8:00 a.m. and 5:00 p.m. at 970/350-9510.

The following items are required for every “required” and “non-required” fire alarm system installation and system extension:

1. **Permit.**
  - A. If the fire alarm system is part of an interior remodel, tenant finish, addition, or new construction, you will need to apply for a permit through the City of Greeley Building Department prior to the plans being submitted to the Fire Prevention Bureau for review/approval. The Building Department is located at the United Plaza Building, 1100 Tenth Street, telephone number 970/350-9830.
  - B. If the only work to be done is on the fire alarm system, then you can apply for a permit directly with the Fire Prevention Bureau.
2. **Plans and Specifications.** Three copies of complete plans and specifications for the fire alarm system shall be submitted for review and approval by the Fire Prevention Bureau **prior** to system installation. **Plans are required to be stamped by a licensed electrical engineer.** After review, one copy will be retained by the Fire Prevention Bureau. One of the remaining copies is **required** to be kept at the job site for the installing contractor. The third copy will be returned to the contractor. The plans shall include, but not be limited to, the following:
  - architectural floor plan indicating room names and/or use,
  - location of all alarm initiating and alarm signaling devices,
  - alarm control and trouble signaling equipment,
2. **Plans and Specifications.** - (Continued)
  - one-line diagram of alarm system,
  - complete wiring diagram, regarding all wiring and EOL devices in the system,
  - location of the fire alarm control panel and any remote annunciation,

- power connection, battery calculations, and wiring types and sizes,
  - system classification, C Auxiliary, Central Station, Household, Local, Proprietary, or Remote Station.
3. **System Design.** Fire alarm systems, automatic fire detectors, emergency voice alarm communication systems, and notification devices shall be **designed, installed, and maintained** in accordance with the 1997 Edition of the Uniform Fire Code (UFC), the current edition of the National Fire Alarm Code (NFPA 72) and the National Electrical Code (NFPA 70).
  4. **Equipment. Cutsheets** are required with the submittal for all components and equipment which make up the system. **Systems and components** shall be **listed** and approved for their intended use and for which they are installed.
  5. **Acceptance Test.** Upon completion of the installation, a test of the entire system shall be made in the presence of the Fire Prevention personnel. All functions of the system or alteration shall be tested. Smoke detectors shall be tested in place with smoke or a listed aerosol acceptable to the manufacturer. The testing agent shall be supplied by the contractor. The contractor shall provide sufficient personnel to conduct the test. **48 hours notice is required.**
  6. **Certification.** The installing contractor(s)/vendor(s) shall provide, within **ten (10) days** of completion, written certification to the chief that the system has been installed in accordance with the approved plans and specifications. The required form can be found in NFPA 72 or may be faxed to you by calling (970) 350-9510.
  7. **Zone Identification.** Zones are to be displayed graphically at the Fire Alarm Control Panel and at all remote annunciators to reflect the location of alarm devices. The zones are to be identified by descriptive words rather than numbers.
  8. **Location and Security.** The control unit, remote annunciator panel, and access keys to locked fire alarm equipment shall be installed and maintained in a location approved by the chief.
  9. **Operating Instructions.** Written operating instructions shall be provided at a location approved by the chief.
  10. **Monitoring Equipment.** When a fire alarm system is monitored, it shall be done by a UL or FM listed Central Station. The **monitoring equipment** shall be commercial-grade and listed for fire service. When a digital alarm communicator transmitter is used, it shall have **two separate means** (phone lines) at the protected premises.