

## Fire Alarm System Plan Review Checklist

Plans should be submitted to the Permit Application Center (PAC) at the address above and will be routed to the appropriate City departments for review. Plan review may take up to 10 business days. Plans may be submitted for review the following ways:

- **Electronically** - Electronic plan submission is preferred and allows for a faster plan review. Please combine all sheets into one .pdf file and add bookmarks listing the sheet number to each page. Once plans are approved a paper copy will be requested. Submit plans using the following -
  - Via Online Services website at [www.cityofrockhill.com/onlineservices](http://www.cityofrockhill.com/onlineservices)
  - Via FTP site (contact us for login info)
- **Paper** - Plans may be mailed or hand delivered to the address above. Two paper copies are needed. All plans should have the fire alarm license holders' signature, certification and level (NICET Level II, NTS Level 1)

Complete the following forms:

- **Permit application** – this form should be completed by the fire alarm system installer/contractor
- **Plan Submittal Form** – this form tells us who to notify with plan review comments

Please note, the SC Board of Professional Engineers requires that fire sprinkler monitoring plans and fire alarm plans for buildings not exempted by SC Code of Laws, Section 40-22-280 (<http://www.scstatehouse.gov/code/t40c022.php>) must be sealed by a South Carolina Professional Engineer.

SECTION 40-22-280. Exceptions from application of chapter.

(A) This chapter may not be construed to prevent or to affect:

(8) the work of a general contractor, specialty contractor, or material supplier in the preparation and use of shop drawings or other graphic descriptions used to detail or illustrate a portion of the work required to construct the project in accordance with plans and specifications prepared under the requirements of this chapter.

(B) If drawings and specifications are signed by the authors with the true title of their occupations, this chapter does not apply to the preparation of plans and specifications for:

(1) farm buildings not designed or used for human occupancy;

(2) buildings and structures less than three stories high and less than five thousand square feet in area, except that buildings of assembly, educational, hazardous, and institutional occupancies as defined by the International Code Series regardless of area are not exempt from the provisions of this chapter; and

(3) alterations to a building to which this chapter does not apply, if the alterations do not result in a change which would otherwise place the building under the application of this chapter.

(C) This subsection may not be construed to prejudice a law, ordinance, regulation, or other directive enacted by another political body or a requirement by a contracting authority which would otherwise require preparation of plans and specifications under the responsible charge of a professional engineer or professional surveyor.

### Information to include on the fire alarm drawings:

1. The name, address, and telephone number of the owner or owner's representative.
2. The name and street address of the facility containing the proposed system.
3. The name, address, telephone number, and license number of the South Carolina fire alarm contractor installing the system.
4. The name and address of the local fire department responding to calls for this facility.
5. The type of system or service provided (local, remote station, proprietary, central station, etc.).
6. Sealed design drawings by a South Carolina registered architect and/or engineer when required by law or regulation.
7. Fire alarm shop drawings showing all areas on each floor and the attic. Label each room or area to describe the use (i.e. classroom, kitchen, storage, etc.). Plans must show the location of all system components (horizontal and vertical).
8. Power connection (a wiring diagram of the system). Indicate the conductor type and size for each circuit.
9. Riser diagram showing the general arrangement of the system, the number of circuits on each riser, and the number of system components on each circuit.
10. The manufacturer, model number, and listing information for all equipment, devices, and materials used. Manufacturer's technical specification sheets should be included for each type of device.
11. Provide secondary power supply (battery) calculations.
12. Provide voltage drop calculations.
13. The interface of fire safety control functions (sprinkler systems, smoke evacuation systems, etc.).
14. A complete sequence of operations detailing all inputs and outputs.