



Planning & Development Services

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#602 – Fire Alarm Quick Permit Submittal Checklist

Case #: _____

Date: _____ Project Name: _____

Site Address: _____

Eligible Projects

Fire Alarm Quick Permits are limited to existing system modifications that meet the following requirements. *Modifications that do not meet ALL of the conditions listed below must be submitted using the regular Fire Alarm Permit application.*

- No changes in occupancy classification
- No new alarm panels
- No new circuits to be added
- No battery upsizing

Application Submittal

Fire Alarm permit applications and plans can be submitted to the City by two methods. *This checklist must be completed no matter which method is used.*

1. Electronic Submittal

Our ePlanReview system lets you submit documents and plans electronically for review. Go to www.cityofboise.org/pds for more information.

2. Paper Submittal

Paper submittals should be faxed to (208) 384-3867.

Electronic Plan Review

- Fire Alarm Quick Permits are processed electronically using our ePlanReview system.
- After submitting the electronic application, you'll receive instructions via e-mail on how to log in to ePlanReview and upload plans.
- For more information, visit pds.cityofboise.org/ePlanReview.

Application Acceptance

The following is a list of basic requirements for plans submitted for permit approval. It is not intended to be a complete list of all applicable code requirements or to relieve the applicant from compliance with code.

- Incomplete submittals will not be accepted. Applicants with incomplete submittals must upload additional documents (electronic submission) or work with staff to provide the correct documentation.
- Plans must be accepted as complete before review can begin.
- A fire alarm permit application shall be provided as the cover document for all plan submittals and resubmittals.
- All sections of the application shall be completely filled out, and the applicant must sign the form.
- The applicant shall be responsible to ensure that design specifications and plans are complete and in compliance with the requirements of the International Fire Code and applicable standards.

Instructions

- **Check Boxes:** Check () the appropriate boxes below. Staff will verify that all required information is included.
- **Sheet size:** The entire area of work shall be shown on a single 8½" x 11" sheet (no multiple sheet plans).
- **Scaled Plans:** Scaled plans are required where area smoke detectors or visual notification appliances are modified; scaled plans are NOT required for duct smoke detectors, sprinkler water flow or valve monitoring.

Documents Provided

Yes N/A

- Application #602 – Fire Alarm Quick Permit** Submit all pages.
- Letter from engineer or engineers approval stamp**

Proposed Modification

Yes N/A

- Addition of HVAC duct smoke detectors #**(_____)
- Addition of smoke damper in-duct detectors #**(_____)
- Addition or relocation of notification appliances #**(_____)
- Addition or relocation of sprinkler monitoring devices, flow switches and tamper switches**
- Addition or relocation of area smoke detectors #**(_____)
- Connection of exit access controlled egress doors**
- Connection of new cooking hood extinguishing system**
- Other:** _____

Alarm System Coverage

Check ALL sections which are applicable to the existing system design.

Yes N/A

- Required manual fire alarm system**
- Required automatic detection**
- Non-required automatic detection**
- Audible/visual annunciation**
- Sprinkler monitoring**
- HVAC smoke detector monitoring**
- Smoke damper detectors**
- Smoke rated fire doors**
- High Rise Building**
- Elevators**
- Type 1 cooking hood extinguishing system monitoring**
- Special extinguishing system releasing panel**
- Offsite alarm supervision type:** _____
- Fire Department approved fire alarm upgrade agreement applies (Attach copy)**

Required Construction Plans

Yes N/A

- Key plan** showing location of work within building
- Fire alarm plans** drawn on a maximum 8½" x 11" size sheets. Drawings for notification appliances and area smoke detectors must be scaled to 1/8" and fit on a single 8½" x 11" sheet.
- Fire alarm riser diagram** (may be partial), showing the effected circuits and address/zone numbers, FACP and NACP make and model numbers
- Manufactures cut sheets** for new devices/equipment
- Manufactures verification of compatibility** for smoke detectors
- Voltage drop calculation** for affected FAC or NAC panels
- Alarm response matrix** (system specific)
- Revised battery calculations** for affected FAC or NAC panels

Signature of Applicant

I, the undersigned, have completed the above checklist noting all pages and supporting documents for the project.

Signature of Submitting Design Professional of Record

Date