



ENID FIRE DEPARTMENT

FIRE MARSHAL KEN HELMS

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ENID, OK 73701-5522

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INFORMATION REQUIRED FOR FIRE ALARM PLAN REVIEW

General Information for Fire Alarm Plan Submittals

To allow for the proper plan review, approval, and issuance of a fire alarm permit, the following minimum requirements must be submitted. The requirements listed below may not be all inclusive for all types of facilities. Additional materials may be requested. Any information listed on the list below that is not submitted initially, will cause a delay in the review time of submitted plans and may lead to disapproval of a plan.

Payment and submittal documents:

- A Plan Review Transmittal Form must be completed for every submittal. **All items must be filled in completely and accurately or plans will not be accepted.** Contact the project Engineer to secure all unknown information. A copy of the Plan Review Transmittal Form is available for download from our internet web site at: www.enid.org/business.
- A \$75.00 plan review fee must be paid at time of submission or plans will not be reviewed.
- Submit a separate set of plans for each non-contiguous facility.
- Provide a key plan indicating the area of work being performed.
- Provide a detailed description of the scope of the work being performed.
- Provide the state issued company license number on all drawings.
All fire alarm drawings must be developed by or under the direct supervision of an Oklahoma Licensed Fire Alarm Manager. (Oklahoma Alarm Industry Act, Statue title 59 section 1800.1 310:205-3-2)

Size and number of drawings:

- A minimum of two sets of paper drawings. (maximum of four sets)
- Two sets of specifications. One set of specifications shall be submitted on CD/R in PDF, or other common windows based format.
- An additional set of drawings shall be submitted on a CD/R in PDF, DWG, DWF, or JPEG format.
- All plans shall be drawn to scale and the preferred scale utilized shall be a minimum of 1/8 inch equals 1 foot.
- The preferred size of paper plans is 24" x 36"
- Once the plans have been reviewed and approved, one set of plans and one set of specifications will be stamped and returned, unless otherwise specified by the submitter. One other set of plans and the CD will be maintained on file in the Fire Marshal's office until authorization for destruction has been received in accordance with the Oklahoma Department of Libraries procedures. Any remaining copies will be destroyed unless special requests are given for additional stamped copies.
- **The approved stamped set of plans and specifications must remain on the job site until final inspection is performed by the City of Enid Fire Marshal's office. All drawings must be readily available for inspection.**

Shop Drawings:

- All drawings that contain multiple pages should have the pages properly fastened together in the correct order.
- All drawings must be property of the contractor submitting them or must be accompanied by a letter of permission from the original company or person who created the documents.
- Shop drawings for fire alarm systems are intended to provide basic information consistent with the objective of installing a fully operational, code compliant fire alarm system and to provide the basis for the required record drawings.
- Shop drawings should include, to an extent commensurate with the extent of the work being performed:
 - Floor plan drawings
 - Riser diagrams (except for systems in single-story buildings)
 - Control panel wiring diagrams
 - Point-to-point wiring diagrams
 - Typical wiring diagrams as described below
 - A scope of work for the project.

All shop drawings should include the following information:

1. Name of owner and occupant
2. Location, including street address
3. Device legend
4. Date
5. Oklahoma alarm license number
6. If tying into an existing system, any information pertaining to existing fire alarm systems.

Floor plan drawings should be drawn to an indicated scale and should include the following information:

1. Floor identification
2. Point of compass
3. Graphic scale
4. All walls and doors
5. All partitions extending to within 0.5 m (18 inches) of the ceiling
6. Room descriptions
7. Fire alarm device/component locations
8. Locations of fire alarm primary power connection(s)
9. Locations of monitor/control interfaces to other systems or building controls
10. Riser locations
11. Point to point wiring diagrams

Fire alarm system riser diagrams should include the following information:

1. General arrangement of the system, in building cross-section
2. Number of risers
3. Type and number of circuits in each riser
4. Type and number of fire alarm system components/devices on each circuit, on each floor or level

Control panel wiring diagrams should be provided for all control equipment (i.e., equipment listed as either a control unit or control unit accessory), power supplies, battery chargers, and annunciators and should include the following information:

1. Identification of the control equipment depicted
2. Location(s) (fire alarm or remote annunciators should be located within ten feet of the main fire department access.)
3. All field wiring terminals and terminal identifications
4. All circuits connected to field wiring terminals, and circuit identifications
5. All indicators and manual controls, including the full text of all labels
6. All field connections to supervising station signaling equipment, releasing equipment, and fire safety control interfaces

Approval of shop drawings is not intended to imply waiver or modification of any requirements of the State Laws or Rules, International Fire Code, the NFPA 72 Code or any other applicable criteria.

It is important to remember that no work shall begin until an approved set of plans and a fire alarm permit are on the site at the facility. Fire alarm permits can be revoked by the Fire Marshal and are contingent on following all adopted codes and ordinances of the City of Enid pertaining to the proper installation at the facility. If any adopted code or city ordinance is found to be violated, the fire alarm permit will be automatically revoked.

Any changes, modifications, addendums, and/or supplemental instructions to the approved set of plans after date of approval will require resubmittal and approval by the Fire Marshal of the City of Enid.

If you still have any questions regarding fire alarm projects please contact Fire Marshal Ken Helms.

Ken can be reached by phone at 580-234-0541

or

By e-mail at khelms@enid.org