

Durango Fire Protection District Use Only

Date Submitted _____
Date Fee Received (if applicable) _____
Amount Received \$ _____
Plan Examiner _____
Date Entered Into Spreadsheet _____
PERMIT NUMBER _____

**Plan Review Application –
Fire Alarm Permit**
Durango Fire Protection District
Prevention and Code Enforcement Division
104 Sheppard Drive • Durango, Colorado 81303
970-382-6000 • Fax 970-382-6028

Date _____ **SUBMIT PLANS & APPLICATION TO: DFPDFPB@durangofire.org**
Allow 21 days for review after a complete submittal

Fire Alarm Contractor: _____
Mailing Address: _____
Primary Contact: _____
Cell Phone: _____ Office: _____ Email: _____

Plan Review to be returned to:
Name: _____ Company: _____
Phone: _____ Email: _____

Type of Plan Submittal
1st Submittal 2nd Submittal 3rd Submittal (See Fee Schedule)
Small Project (5 or less) Dedicated/Releasing New System or > 5 Devices

Fire Alarm Devices
(Fire Alarm Control Panel, Remote Annunciator, Notification Appliances, Detection Appliances, and Releasing Modules)
Devices _____ # Relocated _____ # Deleted _____ # Added _____

Installation Type: **New Install** **Retrofit** **Tenant Improvement** **Alteration/Addition**

Submittal Includes (required)
PDF Copy (signed by the NICET or PE designer/*unless 5 or less*) Battery Calcs Sequence of Operation Matrix
Product Specifications (PDF copy with specific products highlighted or indicated)

Calculated Fee:
New System/Alteration (more than 5 devices to an existing system):
\$200 + (Number of Devices _____ x \$2.00/Device) = TOTAL: _____
Small Project Alteration (5 or fewer devices – see attached 5-Device Letter Requirements):
\$50 + (No. of Devices Added/Deleted/Relocated _____ x \$2.00/Device) = TOTAL: _____
Dedicated/Releasing Function Fire Alarm System:
\$50 + (No. of Devices Added _____ x \$2.00/Device) = TOTAL: _____

Project Details:
Project/Site Name: _____
Physical Address: _____ Bldg./Suite/Floor: _____
Project Installer/Supervisor: _____ On-Site Phone: _____
Scope of Project: _____
Plans Designed by: _____ P.E./NICET # _____
Phone: _____ Email: _____
Project General Contractor: _____ Phone: _____
Email: _____
Project On-Site Supervisor: _____ Phone: _____
Email: _____
Owner: _____ Phone: _____
Email: _____



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FIRE ALARM PLAN SUBMITTAL CHECK OFF FORM

Project Title & Address: _____

Please submit all the appropriate information including the specific information below. Make sure the information is specific to the fire alarm system and the Durango Fire Protection District's adopted Codes and Standards and/or Amendments. Incomplete or illegible information may cause the submittals to be rejected. The following list is not all inclusive. These are a list of commonly missed items. **Please check the items below indicating the information is provided. Missing or incomplete information shall cause the submittal to be rejected.**

City of Durango & La Plata County submittals for Permit require a minimum *NICET Level III Certification*. Include the signature and registration number of the NICET (National Institute for Certification in Engineering Technologies) designer or P.E.

1. THE FOLLOWING SHALL BE INCLUDED IN THE SHOP DRAWINGS - Submit 1 set of electronic, scalable PDF's (Hard copies when required by Fire Department): This Checklist shall be included in the Fire Alarm Submittal

Plans Scaled or Dimensioned to 1/8"	Occupancy Classification
Detailed "Scope of Work"	Building Construction Type
Battery Calculations	Square Footage – Total and per floor
Voltage Drop Calculations	Occupancy Use
Ceiling Height, Slope & Construction	Codes & Standards used, including Version/Edition
Class or Style of Circuits	Owner Name, Address, & Phone
Wiring Method	Designer Name, Address, & Phone
Device Location Point ID list	CFM of all air handling units
All Rooms Identified for Use	Use NFPA 170 Symbols
Fire Alarm Equipment Supplier	
Type of fire alarm system: Central Station, Remote Station, Proprietary, etc.	
Type of detector coverage: Total, Partial, Selective, or Non-Required	
Complete wiring detail (pinout) for the control panel and all devices	
One-Line Diagram showing complete system – "Typical" shall not be accepted	
Sequence of Operation Matrix – Include all required alarm, supervisory, and trouble responses based upon style of circuits	
Total Power Calculations for all Speaker Circuits	
Supervising Station contact information including UL Listing Number	

Comments related to above checklist:

2. SPECIFICATION SHEETS – Electronic PDF's - Highlight or indicate specific information on all equipment manufacturer's sheets, including fire alarm wire and batteries. Specific information such as current draw, areas of coverage, activation temperatures, operating temperature ranges, etc. shall be provided. **All numerical values used for electrical calculations shall be supported by equipment manufacturer documentation.**



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Existing Fire Alarm System
Five (5) Device Small Project Submittal
Effective June 2021
FPB-008

Small Fire Alarm Project Definition:

The remodel or repair of an existing Fire Alarm System that is not a result of a change to the occupancy classification, occupant load or egress arrangements of the tenant space. The remodel to add/delete or repair shall not adversely affect the existing fire alarm system and is limited to 5 devices. NICET III stamped drawings **are not required** for 5-device submittals.

Note: This does not apply to the replacement of the fire alarm control panel unless it is a direct replacement with the same manufacturers make and model as the previous system.

Submittal Items:

Electronic PDF of the items listed below shall be submitted to DFPDPB@durangofire.org
Permit must be issued prior to work on the existing Fire Alarm System.

- Complete Fire Alarm Permit Application <https://durangofire.org/property-development-construction>
- Fire Alarm Small Project Fee: \$50.00 plus \$2.00 per device.
The fee includes permitting and inspections. If paid online with credit card include receipt with submittal.
- Dimensioned drawing or sketch of the proposed project to include device placement (Hard Copy plans when required by Fire Department)
- A letter signed by the plans designer or responsible individual on letterhead stating that the work does not affect the battery calculations or integrity of the existing fire alarm system.
- Scope of work including start and completion date(s)
- Sequence of Operation Matrix
- Location of alarm initiating and notification appliances.
- Power supply
- Details of ceiling height and construction affecting location of devices.
- Point ID Address or zone list
- Battery and Voltage Drop Calculations (if it does not change the calculations, then state that)

Five (5) Device Fire Alarm Small Projects Permit will be issued for the work within 48 hours of fee payment and complete submittal, not to include weekend and holidays.

DFPD encourages a 30-minute meeting at our office to discuss the project after submitting all required documents electronically. You may request an appointment when submitting documents at DFPDPB@durangofire.org.

The permit will include the statement that all work is done at the risk of the installer and corrections may be required at the time of inspection. Required inspections are shown on the permit.

Policy Approved Date: 7-2-2021

Approved by: Kawh J. Hawk