

Fire Marshal's Office

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Wicomico County
Department of
Planning, Zoning, &
Community Development

MEMO

To: *Fire Alarm Contractors*
From: *Kevin A. Wright, Fire Marshal*
Date: *7/18/13*
Re: *Submittal Process & Final Inspections*

The purpose of this memo is to inform, educate, & remind Fire Alarm contractors what this office should see when you install and/or replace any fire alarm system in Wicomico County and to create a more uniform process for all parties involved. Some items will be new while most items you are used to doing already. I will basically walk you through the process step by step starting with the submittal on through to the final inspection on site. We need to see all of this whether the fire alarm system you are installing is code required or not.

First, when submitting plans for review the fire alarm contractor can obtain and fill out the *Plan Review Submittal Form* that can be picked up in our office or downloaded in a form-fillable format from our website. The web address is www.wicomicocounty.org. The form should be filled out with as much applicable information as possible. You will notice on the bottom of the form that there are review fees required when submitting plans that are based on the equipment being installed. Each control panel is \$100 while each initiating device and each notification device are \$1.50/ea. A check made payable to Wicomico County should be presented at the time the *Plan Review Submittal Form* and plans are submitted.

Secondly, now that you've filled out the *Plan Review Submittal Form* and determined what fees you owe we will cover what we need to see in the actual submittal book itself. The following items are recommended in all submittals presented to this office for review:

- Cover letter detailing the project name, fire alarm contractor's name, and any other applicable project information.
- A complete equipment schedule or bill of materials that gives the quantities, model numbers, and descriptions of the devices to be installed. This should include all control panels, annunciators, initiating devices, notification devices, batteries, and wiring to be used.
- A sequence of operations detailing all conditions and the functions of the fire alarm system.
- Catalog or manufacturers cut sheets for all the above mentioned parts. Exact model numbers shall be highlighted where necessary. If you don't have a cut sheet for the cable or wire you are using simply provide an actual piece of that cable in your submittal.
- Battery calculations showing all devices and current draw.
- Notification circuit breakdowns detailing the load on each circuit.
- Riser diagram showing all devices and panels. This can be done on the actual print itself or on a separate page inside the submittal book.
- Wiring diagrams showing terminal connections for all devices being installed. Typical devices may be shown once. Again, this can be done on the actual print itself or on a separate page inside the submittal book.

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- A current UL certificate from your monitoring agency. We have been asking for this recently so we may already have some on file. As it renews each year please make it a habit of provided a copy to this office.

Having all of this information greatly increases our ability to give a quality review on the fire alarms being installed.

Thirdly, the last item we need to see when submitting is the actual plans or drawings of the building the fire alarm is to be installed in. These plans should be in a scale of 1/8" or larger. All devices being installed need to be shown on these plans. Control panels, typical initiating & notification devices, modules, etc. need to be placed exactly where they are going to be installed on site. All notification devices should have the appropriate candela rating listed beside each device. Due to the various symbols used today we need to see NFPA standard symbols. Please see the enclosed code references from **NFPA 170, Standard for Fire Safety and Emergency Symbols, 2012 Edition**. The symbols shown there are what should be used on the plans submitted. This office receives plans in all types and forms. Whether you have CAD capabilities or you are just hand plotting everything please take the time to make sure everything placed on the prints are as neat as possible.

So to recap the submittal process the fire alarm contractor should submit the following:

1. Plan Review Submittal Form
2. Fire Alarm Fees payable to Wicomico County
3. Submittal Book
4. Drawings/Plans of the project being installed

Fourthly, once this office has receipted in your submittal the project will be reviewed and a plan review letter will be sent back to you with comments as necessary for you to take action on. You should receive this letter within one week form the date of submittal. We strongly recommend waiting to start the installation process until you receive this letter. This office shall not require a re-submittal of plans unless directed to do so in the plan review letter. We expect any comments made in the letter to be addressed and evident on the final inspection to be conducted.

Lastly, we want to cover what is expected at the final inspection. For the most part, whether it is new construction or a retro fit job this process will be the same. Once we arrive on site we will conduct a complete test of the installed fire alarm system. Effective upon receipt of this letter the new Wicomico County *Fire Alarm System Certificate of Installation* report needs to be completed after each install is done. Remember the latest version of NFPA 72 requires this to be a *living* document. As you make changes to a system this form shall be updated. This office also needs to get a copy of the monitoring report if applicable and the call list created for the fire alarm system. The call list should have the names in the order that they are to be called along with their affiliation to the building. The purpose of this is to make sure the end user has the appropriate people/positions on the list. Often we do not see this. Phone numbers are not needed. We would like to see these forms at all of the final inspections conducted. Monitoring reports can obviously be delivered later via fax or email to this office. Faxes to our office should always be in high resolution or fine mode.

That about sums up our discussion of your responsibilities as a fire alarm contractor installing fire alarms in Wicomico County. The process detailed above should enable this office to work along side of you in the field in a smooth and efficient way. Thank you for your time. If you have any questions please do not hesitate to call the Wicomico County Fire Marshal's office at any time. Our contact information is listed above in the letterhead as well as on our website @ www.wicomicocounty.org.