



Palatine Fire Prevention Division

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www.palatine.il.us

FIRE ALARM PERMIT HANDOUT



Please visit the link below to register and apply

<https://Citizen.palatine.il.us>

FIRE ALARM SUBMITTAL REQUIREMENTS:

- Shall be installed per 2019 NFPA 72

This information is designed to assist an applicant in applying for a permit for a fire alarm. This handout is not all-inclusive. It identifies items we find are most often missing in permit submittals. Special circumstances or unique designs may require Village Staff to request additional information or details. Please read the Step-by-Step Guides to the Permit Process for assistance with obtaining a permit. <https://www.palatine.il.us/620/Standard-Building-Permits>

If you are a Subcontractor you will need to coordinate with the General Contractor that you are provided access to submit through the CSS Portal. In Palatine, fire protection systems are submitted under the main permit number.

CSS PORTAL SUBMITTAL REQUIREMENTS: Each required submittal shall be uploaded as a separate PDF

- Upload a copy of the fully dimensioned Fire Alarm Plan with:
 - Business name and address of protected premise
 - Designer's name and qualifications, a minimum of a NICET 3, NICET 4, or PE.
 - Floor plan that indicates use of all rooms.
 - Location of alarm notification devices, including candela rating.
 - Design minimum audibility level for occupant notification.
 - Interface of fire safety control functions.
 - Riser diagram
 - Alarm output matrix
- Note on the plan: Fire alarm to be directly connected to Northwest Central Dispatch (NWCD) with an approved wireless transmitter. Contact Jeffrey Craven of Johnson Controls at 630-542-2517 or BE-Municipalservice@jci.com to set up service.
- Upload a copy of cut sheets, with the appropriate item(s) highlighted.
- Upload a copy of the voltage drop calculation
- Upload a copy of battery calculations
- If installation and or inspections are to be phased you shall include a phase plan.
- See Chapter 14 of the Palatine Code of Ordinances for additional requirements

INSPECTIONS:

- The Fire Alarm system shall be pretested before the fire department inspection
- Contractor to be on-site with a printed stamped approved "job copy" of appropriate size. Will need to print this out
- Schedule inspection(s) through your CSS account.
- Supervisory signals shall report as supervisory at NWCD, older radios may need to be reprogrammed

Fire Alarm Panel Replacement Submittal

- Use permit type "Commercial Alteration" in the CSS Portal.
- Upload a copy of the cut sheets
- Upload a copy of the point list that indicates how all devices report to the fire alarm control unit.
- All tampers, duct detectors, and low temp alarms shall report to the FACU and Northwest Central Dispatch as supervisory signals. May require reprogramming of the radio and an extra pair of wires between the radio and FACU.
- Upload a copy of a signed Certificate of Completion
- A passing annual fire alarm inspection conducted on the new fire alarm panel shall be uploaded to www.thecomplianceengine.com