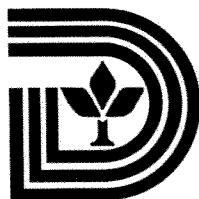


January 4, 2005



CITY OF DALLAS

TO ALL FIRE ALARM SYSTEM CONTRACTORS

FIRE ALARM PERMIT AND PLAN REVIEW PROCEDURES

A fire alarm permit, stamped fire alarm plans and a fire alarm plan review receipt is required for all work performed on new or existing fire alarm systems in Dallas. The only exception is maintenance of fire alarm systems where existing devices are replaced with identical devices. The procedures for obtaining the fire alarm permit, stamped fire alarm plans and plan review fee receipt are as follows:

Drop-off Plan Review Procedure

Submit a fire alarm permit application (with General Contractor's validation number, if available), contractor registration form (if necessary), fire alarm plan review application, fire alarm plan review fee, a minimum of two copies of scaled drawings showing the location of all fire alarm devices, manufacturer's specification sheets for all equipment installed, battery capacity and voltage drop calculations to:

Dallas Development Services Department
320 East Jefferson Street
Room 118
Dallas, TX 75203
214-948-4480
214-948-4511 (fax)

All drawings must be stamped by a Texas Fire Alarm Planning Superintendent (APS) registered with the submitting company, or a Professional Engineer registered in Texas whose major discipline is Fire Protection Engineering (FPE). One copy of all submittals will be archived for future records. All remaining submittal copies will be stamped and returned to the submitter along with a plan review fee receipt. One copy of the stamped submittals and the plan review fee receipt must be provided to the Dallas Fire-Rescue Department Inspector during the final acceptance test. Installation of the fire alarm system can proceed before receiving the stamped fire alarm submittals. Any deficiencies found during the plan review must be corrected before the final acceptance test.

There is no fee for the fire alarm permit. The fire alarm permit must be obtained before installing any portion of the fire alarm system.

The contractor will leave with a receipt for the plan review fee and a valid fire alarm (FA) permit. The plan submittal will be forwarded to the appropriate plan reviewers. Plans are reviewed on a first in, first out basis. The plan reviewer will contact the contractor when the plans are ready to be picked up. Turn around time is generally between 1 and 2 weeks.

Plan Review Procedure By Appointment

Submit a fire alarm permit application (with General Contractor's validation number, if available), contractor registration form (if necessary), fire alarm plan review application, fire alarm plan review fee, a minimum of two copies of scaled drawings showing the location of all fire alarm devices, manufacturer's specification sheets for all equipment installed, battery capacity and voltage drop calculations to:

Dallas Development Services Department
320 East Jefferson Street
Room 118
Dallas, TX 75203
214-948-4480
214-948- 43 74 (fax)

Tell the Clerk processing the permit and fee that you have an appointment and they will return the plans, permit, plan review fee receipt, etc., to you and proceed to Room 105 to meet with a fire protection engineer. Appointments must be arranged with a fire protection plan reviewer in advance and are not conducted on a walk-in basis.

All drawings must be stamped by a Texas Fire Alarm Planning Superintendent (APS) registered with the submitting company, or a Professional Engineer registered in Texas whose major discipline is Fire Protection Engineering (FPE). One copy of all submittals will be archived for future records. All remaining submittal copies will be stamped and returned to the submitter along with a plan review fee receipt. One copy of the stamped submittals and the plan review fee receipt must be provided to the Dallas Fire-Rescue Department Inspector during the final acceptance test. Installation of the fire alarm system can proceed before receiving the stamped fire alarm submittals. Any deficiencies found during the plan review must be corrected before the final acceptance test.

There is no fee for the fire alarm permit. The fire alarm permit must be obtained before installing any portion of the fire alarm system.

The contractor will leave with a receipt for the plan review fee, a valid fire alarm (FA) permit and reviewed plans.

Currently enforced codes and standards

1. International Building Code- ~~2006~~ edition with Dallas amendments
2. International Fire Code- ~~2006~~ edition with Dallas amendments
3. International Mechanical Code- ~~2006~~ edition with Dallas amendments
4. National Fire Alarm Code, NFPA 72- ~~2002~~ edition

Attachments:

Fire Alarm Plan Review Request form
Permit Application
Fire Alarm Contractor Registration form