



## **SUBMITTAL REQUIREMENTS: Fire Alarm System**

### ***Codes and Standards Used in the Review Process:***

- North Carolina Fire Code
- North Carolina Building Code
- North Carolina Accessibility Code
- Applicable NFPA standards including but not limited to NPFA 72

### ***Submitting Plans:***

1. Visit <http://winston-salem.idtplans.com>. If you have never used the IDT system before, you will need to create an account by clicking the **Sign Up** button.
2. Sign in using your email address and the password you created.
3. Click on the **Submit a Project for Review** button.
4. Select the correct application type, then follow the steps to complete the online permit application, upload your files, pay your fees, and confirm your submission.

### ***Submittal Requirements:***

- **BUILDING PERMIT NUMBER** – If the project is associated with a building permit number, that permit number must be provided in the online application.
- **GENERAL REQUIREMENTS** – Submittals shall include all applicable requirements listed in Section 907.1 of the North Carolina Fire Code, including 907.1.1 (Construction documents) and 907.1.2 (Fire alarm shop drawings). Submittals shall also include documentation to show compliance with the requirements of 907.1.3 (Equipment).
- **SEALED FLOOR PLAN** -- Provide a sealed, scaled, detailed floor plan. The drawings must be sealed by a professional engineer as defined by North Carolina General Statutes. Preferred scale is 1/8 inch equals 1 foot. The scale must be indicated on the plans. The floor plan shall also indicate the system designer and the date of the design. Floor plans shall indicate the use of all rooms. An elevation view must also be provided.
- **PROJECTS INVOLVING LIMITED SCOPE** -- If the scope of the project is limited to a specific area, identify that area. Otherwise, all areas shown will be considered part of your project.

- SYSTEM CONFIGURATION – Indicate locations of all initiating and notification devices, including existing devices. Visible notification devices shall include candela ratings for each device. Ceiling-mounted notification devices shall include the lens mounting height for each device. Indicate locations of fire alarm control panels and annunciators.
- BATTERY CALCULATIONS – Provide battery calculations for the fire alarm system.
- SPECIFICATIONS – Provide specifications (including manufacturer, model number, listing information, etc.) for all equipment, devices and materials being used.
- CONTROL FUNCTIONS – Provide information regarding the interface of fire safety control functions.
- AUDIBILITY – Indicate the design minimum audibility level used for occupant notification.
- This is not an all-inclusive list; additional information may be required prior to approval.

***Once your fire alarm project is approved...***

- Follow all instructions provided in plan review comments at <http://winston-salem.idtplans.com>.
- Access the approved, stamped plans at <http://winston-salem.idtplans.com> and utilize only these plans for your project. If revisions are required, submit revisions for approval. A copy of approved, stamped plans shall be maintained on site.
- A record of completion is required prior to final inspection or at the time of final inspection.
- If the project is associated with a building permit, coordinate with the general contractor regarding the scheduling of the final inspection by fire code officials. The general contractor is responsible for requesting the inspection.
- If the project is not associated with a building permit, schedule a final inspection by fire code officials once the work is complete.
- Ensure the occupant is aware of the requirement that fire alarm systems must be registered with the False Alarm Reduction Unit of the Winston-Salem Police Department.