



FIRE ALARM PLAN SUBMITTAL REQUIREMENTS A Complete and Accurate Submittal Must Include the Following:

1. Submittal Process:
 - a. Electronic Submittals:
 - i. Go to : www.SpokaneValleyFire.com under Permits and Forms;
 - ii. Under Electronic Plan Submittal and Review is a hyperlink to Inspections@SpokaneValleyFire.com ;
 - iii. Use the hyperlink to create an email to attach submittal documents;
 - iv. In the subject line Indicate the following: Permit Submittal – Project Address
 - b. Paper Submittal:
 - i. Three (3) copies are to be delivered to Spokane Valley permit center at 10210 E. Sprague Avenue.
2. The information provided on the drawings shall meet the requirements of NFPA 72 for “Shop Drawings”. Information provided to include, but not be limited to:
 - a. Name of owner & occupant and street address.
 - b. Name & address of contractor.
 - c. Point of compass and graphic representation of scale.
 - d. Occupancy group of building and occupant load.
 - e. Complete riser layout, showing all system devices.
 - f. Device layout with address labels and wiring information and candela ratings.
 - g. Complete battery load calculations (alarm and stand-by) and voltage drop calculations.
 - h. Provide information on connections to devices for different systems (fire suppression, HVAC).
 - i. Provide information on elevator recall.
 - j. Provide a description of sequence of events for associated equipment (HVAC shut-down, door hold, dampers).
 - k. Provide data sheets for devices/equipment provided (highlight model used).
3. Show connection to all fire sprinkler devices (flow switch – wet system, pressure switches (low air & alarm) – dry system, tamper switches for any system control valves, tamper switches for double check assembly, tamper switch for Post Indicator Valve.
4. Every fire alarm system shall be pre-tested by the installing contractor or his representative prior to the fire department acceptance test. To schedule an acceptance test, call 892-4153 at least two (2) days prior to the test.
5. The issuance of a permit based upon plans, calculations, data and other reports shall not prevent the Fire Department from thereafter requiring correction of deficiencies. Any deficiencies found during field inspection, testing or Fire Company surveys must also be corrected.
6. Fire alarm system Record of Completion shall be submitted prior to issuance of Certificate of Occupancy for building.