



# Plan Review Application Fire Alarm Permit

Pagosa Fire Protection District  
Division of Fire Prevention  
165 N. Pagosa Blvd. Pagosa Springs CO 81147  
970-731-4191 Fax: 970-731-4194

**Pagosa Fire Protection District Use Only**  
Date Submitted \_\_\_\_\_  
Date Fee Received (if applicable) \_\_\_\_\_  
Amount Received \$ \_\_\_\_\_  
Plan Examiner \_\_\_\_\_  
Permit Number \_\_\_\_\_

**Date** \_\_\_\_\_ **SUBMIT PLANS & APPLICATION TO: [firemarshal@pagosafire.com](mailto:firemarshal@pagosafire.com)**  
Allow 21 days for review after a complete submittal

Fire Alarm Contractor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Office: \_\_\_\_\_ Email: \_\_\_\_\_

**Plan Review to be returned to:**  
Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of Plan Submittal**

1<sup>st</sup> Submittal                      2<sup>nd</sup> Submittal                      3<sup>rd</sup> Submittal (See Fee Schedule)  
Small Project (5 or less)      Dedicated/Releasing              New System or > 5 Devices

**Fire Alarm Devices**

(Fire Alarm Control Panel, Remote Annunciator, Notification Appliances, Detection Appliances, and Releasing Modules)

# Devices \_\_\_\_\_ # Relocated \_\_\_\_\_ # Deleted \_\_\_\_\_ # Added \_\_\_\_\_

**New Install      Tenant Improvement      Alteration/Addition      Retrofit**

**Required with Submittal:**

PDF Copy (signed by the NICET III or PE designer/*unless 5 or less*)    Battery Calculations    Sequence of Operations  
Matrix Product Specifications (PDF copy with specific products highlighted or indicated)

**Calculated Fee:**

New System/Alteration (more than 5 devices to an existing system):  
\$200 + (Number of Devices \_\_\_\_\_ x \$2.00/Device) = TOTAL: \_\_\_\_\_  
Small Project Alteration (5 or fewer devices – see attached 5-Device Letter Requirements):  
\$50 + (No. of Devices Added/Deleted/Relocated \_\_\_\_\_ x \$2.00/Device) = TOTAL: \_\_\_\_\_  
Dedicated/Releasing Function Fire Alarm System:  
\$50 + (No. of Devices Added \_\_\_\_\_ x \$2.00/Device) = TOTAL: \_\_\_\_\_

**Project Details:**

Project/Site Name: \_\_\_\_\_  
Physical Address: \_\_\_\_\_ Bldg./Suite/Floor: \_\_\_\_\_  
Project Installer/Supervisor: \_\_\_\_\_ On-Site Phone: \_\_\_\_\_  
Scope of Project: \_\_\_\_\_  
Plans Designed by: \_\_\_\_\_ P.E./NICET # \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Project General Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Project On-Site Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_



# Pagosa Fire Protection District



## Fire Alarm Plan Submittal Check Off Form

Project Title & Address: \_\_\_\_\_

Please submit all of the appropriate information including the specific information below. Make sure the information is specific to the fire alarm system and the Pagosa Fire Protection District's adopted Codes and Standards and/or Amendments. Incomplete or illegible information may cause the submittal to be rejected. The following list is not all inclusive. These are a list of commonly missed items. **Please check the items below indicating the information is provided. Missing or incomplete information shall cause the submittal to be rejected.** Submittal for *Permit requires NICET III Certification*. Include the signature and registration number of the NICET (National Institute for Certification in Engineering Technologies) designer or P.E.)

- The following shall be included in the shop drawings – Submit 1 set of electronic, scalable PDF's and one hard copy**  
**This checklist shall be included in the Fire Alarm Submittal**

- |   |   |
|---|---|
| Plans Scaled or Dimensioned to 1/8"   | Occupancy Classification                          |
| Detailed "Scope of Work"  | Building Construction Type                        |
| Battery Calculations  | Square Footage – Total and per floor              |
| Voltage Drop Calculations   | Occupancy Use                                     |
| Ceiling Height, Slope & Construction  | Codes & Standards used, including Version/Edition |
| Class or Style of Circuits  | Owner Name, Address, & Phone                      |
| Wiring Method   | Designer Name, Address, & Phone                   |
| Device Location Point ID List   | CFM of all air handling units                     |
| All Rooms Identified for Use  | Use NFPA Symbols                                  |
| Fire Alarm Equipment Supplier   |   |
| Type of fire alarm system: Central Station, Remote Station, Proprietary, etc....                                      |   |
| Type of detector coverage: Total, Partial, Selective, or non-required   |   |
| Complete wiring detail (pinout) for the control panel and all devices   |   |
| One-Line Diagram showing complete system – "Typical" shall not be accepted  |   |
| Sequence of Operation Matrix – Include all required alarm, supervisory, and trouble responses based up style circuits |   |
| Total Power Calculations for all Speaker Circuits   |   |
| Supervising Station contact information including UL Listing Number   |   |

### Comments related to above checklist:

- Specification sheets – Electronic PDF's and one hard copy – Highlight or indicate specific information on all equipment manufacturer's sheets, including fire alarm wire and batteries.** Specific information such as current draw, areas of coverage, activation temperatures, operating temperatures ranges, etc. shall be provided. **All numerical values used for electrical calculations shall be supported by equipment manufacturer documentation.**



# Pagosa Fire Protection District



## Existing Fire Alarm System Five (5) Device Small Project Effective April 2022

### **Small Fire Alarm Project Definition:**

The remodel or repair of an existing Fire Alarm System that is not a result of a change to the occupancy classification, occupant load or egress arrangements of the tenant space. The remodel to add/delete or repair shall not adversely affect the existing fire alarm system and is limited to 5 devices. NICET III stamped drawings **are not required** for 5-device submittal.

*Note: this does not apply to the replacement of the fire alarm control panel unless it is a direct replacement with the same manufacturers make and model as the previous system.*

### **Submittal Items:**

Electronic PDF of the items listed below shall be submitted to [firemarshal@pagosafire.com](mailto:firemarshal@pagosafire.com)

Permit must be issued prior to work on the existing Fire Alarm System.

- Complete Fire Alarm Permit Application can be obtained at the admin offices for PFPD.
- Fire Alarm Small Project Fee: \$50.00 plus \$2.00 per device.
  - The Fee includes permitting and inspections.
- Dimensioned drawing or sketch of the proposed project to include device placement (hard copy plans required).
- A letter signed by the plans designer or responsible individual on letterhead stating that the work does not affect the battery calculations or integrity of the existing fire alarm system.
- Scope of work including start and completions dates.
- Sequence of Operations Matrix
- Location of alarm initiating and notification appliances.
- Power supply
- Details of ceiling height and construction affecting locations of devices.
- Point ID address or zone list
- Battery and Voltage Drop Calculations (if it does not change the calculations, then state that).

Five (5) Device Fire Alarm Small Projects Permit will be issued for the work within 48 hours of fee payment and complete submittal, not to include weekends and holidays.



# Pagosa Fire Protection District



You may request an appointment when submitting documents at [firemarshal@pagosafire.com](mailto:firemarshal@pagosafire.com) if you would like to discuss this project.

The permit will include the statement that all work is done at the risk of the installer and corrections may be required at the time of inspection. Required inspections are shown on the permit.

Call and notify Archuleta County Combined Dispatch at 970-731-2160 prior to working on or testing the Fire Alarm System, notify them when work or testing has been completed as well.