



DEDICATED FUNCTION FIRE ALARM SYSTEM

PERMIT APPLICATION, PLAN SUBMITTAL, DESIGN, INSTALLATION AND INSPECTION REQUIREMENTS

Effective Date: January 1, 2011

1.0 PERMITS

- 1.1 To acquire an installation permit for a fire sprinkler monitoring system, submit the following to the San Jose Fire Department's Bureau of Fire Prevention located at 200 E. Santa Clara Street, Development Services, California:
 - 1.1.1 A completed Fire Protection and Special systems Installation Permit – provide all required information and make sure the permit card (manila card) is legible.
 - 1.1.2 A minimum of three sets of shop quality plans and one submittal package for the proposed monitoring system – one set of plans shall be retained by the BFP.
 - 1.1.3 Combination bugler and sprinkler monitoring shall not be allowed
- 1.2 Permits are required for new installations and any alteration to a fire sprinkler monitoring system. Alteration includes replacement, relocation, addition, and/or deletion of any device and equipment.
- 1.3 See Fee Schedule for Permit Fees for every device.
- 1.4 Plan check fees will be collected when plans are submitted; permit fees shall be collected when plans are approved.
- 1.5 The permit applicant shall be the installing contractor. All installing contractors shall have a California Electrical (C-10) Contractor's License, a valid worker's compensation certificate, and a San Jose business license. When the design and plans are produced by a party other than contractor, the plans shall be stamped by a professional engineer.
- 1.6 Installation of the fire sprinkler monitoring system shall not commence prior to the approval of plans and the issuance of a permit.
- 1.7 The entire permit card and a San Jose Fire Department (SJFD) approved set of plans shall be kept at the project site until final approval of the permit, after which they shall remain in the possession of the owner.



2.0 PLANS

- 2.1 Plans that do not comply with paragraphs 2.2 through 2.7 shall be disapproved.
- 2.2 Plans and attachment shall be clearly labeled and legible.
- 2.3 Plans and all revisions to the plans shall be dated. Provide a revision list with a symbol, date description, and initials.
- 2.4 Attachments shall include the manufacturer's specification sheets and California State Fire Marshal (CSFM) listing sheets for all equipment and devices requiring listing.
- 2.5 The front sheet (title sheet) of the plans shall contain the following information:
 - 2.5.1 Project name and address of the project.
 - 2.5.2 The designer's full name (no initials, pseudonyms, acronyms, or aliases) and signature.
 - 2.5.3 Business name, address, and California Contractor's License number of the installing contractor. If the designer of the system is not the installing contractor, the following shall be clearly indicated on the plans:
 - (i) **DESIGNED BY** – followed by the designer's business name, address, designer of record's full name and signature.
 - (ii) **INSTALLING CONTRACTOR** – followed by the installing contractor's business name, address and California Contractor's license number.
 - 2.5.4 The zones of annunciation.
 - 2.5.5 The supervising station facility.
 - 2.5.6 Provide the model number, manufacturer's name, description, quantity and symbols (legend) for each device, equipment and conductors proposed to be used. Strike out any "typical" symbols that do not pertain (*Note: The Fire Department reserves the right to disallow any listed product due to past performance*).
 - 2.5.7 When elevators are in scope of work the approved San Jose Fire Department sequence of operation shall be on plans.
 - 2.5.8 State the required performance objective of heat/smoke installation per NFPA 72 17.6.1.1 and 17.7.1.1

A note stating that the design and installation complies with NFPA 72 (2010 edition), the International Electric Code (2010 Edition), the California Fire Code (2010 edition), the California Building Code (2010 edition) and the San Jose Fire Department Standards shall be on plans.

3.0 INSPECTIONS

- 3.1 Field inspections shall be scheduled only after a permit has been issued.
- 3.2 Inspection shall be scheduled by the installing contractor only. When scheduling for inspection, request for sufficient time to complete a thorough inspection of the work performed. Travel time is included in your inspection time.
- 3.3 The installing contractor shall conduct a complete test of the system **prior** to the SJFD inspection date.
- 3.4 The following information is required: permit number, the amount of time required for inspection (including travel time) name and number of contact person at (408) 535-3555. A SJFD inspector will return your call to schedule the time and date of the inspection.
- 3.5 Missed inspections or inspections canceled within 48 hours shall be counted against inspection time.
- 3.6 During inspection, there shall be a minimum of two technicians. One technician will be at the control panel while the other will be testing the devices. Two-way radios shall be provided and the technician at the panel shall communicate to the SJFD inspector which devices are activated on the panel.
- 3.7 Approved and stamped plans and complete permit (white, pink, hardcard) record of completion, and as-builts.
- 3.8 Necessary coordination shall be made such that representatives of other contractors whose equipment are involved in the testing are present (i.e., fire smoke dampers, air handlers, elevator, fire pumps, emergency generators, other fire suppression systems, etc.).
- 3.9 After final completion and acceptance of the project, the contractor shall provide the following to the owner:
 - 3.9.1 All literature and instructions provided by the manufacturers describing proper operation and maintenance of all devices and equipment.
 - 3.9.2 A copy of the approved plan and as-built plan, if applicable, and
 - 3.9.3 The signed and finalized permit card.