Steps to Obtaining and Completing Fire Alarm Permit

Applications for permits shall be submitted to the Cedar Rapids Fire Marshal’s Office. A permit applicant shall submit the completed permit application, installation plans, calculation sheets, and other information required by NFPA and the Cedar Rapids Fire Marshal’s Office before a permit application is accepted for review.

After a permit application has been accepted for review, the Cedar Rapids Fire Marshal’s Office will take 7 to 14 days to review the application for compliance. Once it is determined that the application meets these requirements, a permit will be issued for installation. The installation shall be per the Cedar Rapids Fire Code (CRFC) and NFPA 72. Field inspection will verify compliance with the CRFC & NFPA 72. Any deviation to the CRFC or NFPA or approved plans shall be communicated verbally to the Fire Marshal at 286-5838 PRIOR to implementing the change.

Throughout the installation process, various inspections may be needed to ensure code compliance with CRFC and permit application requirements. You must schedule these inspections with the Fire Marshal’s Office a minimum of 24 hours in advance.

A final inspection and test of all safety features is required for all permitted installations. This inspection shall be conducted and approved by a Fire Marshal’s Office member of the Cedar Rapids Fire Department before the operation will be released for use. If an operation is found to be in use without approval from the Cedar Rapids Fire Department, a citation may be issued. CRFC 901.5.1 Occupancy. It shall be unlawful to occupy any portion of a building or structure until the required fire detection, alarm and suppression systems have been tested and approved.

If you need any further information or assistance, or have any questions, please call the Cedar Rapids Fire Marshal’s Office at (319) 286-5166; ask for the person in charge of Permits.

Vance McKinnon III
Fire Marshal
Cedar Rapids Fire Department
CEDAR RAPIDS FIRE DEPARTMENT
FIRE MARSHAL’S OFFICE

Permit Application for Fire Alarm System Installation  IFC 2015
(Permit AFAC)

Business Name

Address of installation.

Read the following requirements and signify that you understand and agree to comply with the requirement by placing an “X” on the line next to the requirement. If you do not understand or do not agree to follow the requirement, do NOT place an “X” on the line.

This application shows only a portion of the law. All laws in force apply.

<table>
<thead>
<tr>
<th>Applicat</th>
<th>Office</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>nt Use</td>
<td>Use Only</td>
<td></td>
</tr>
<tr>
<td>_____ 1.</td>
<td>____</td>
<td>PERMIT REQUIRED: A permit shall be obtained from the Cedar Rapids Fire Marshal’s Office prior to any work being conducted at the site. The permit is valid for 180 days at a cost shown on P. 5 per fire alarm system being installed. Permit may be extended by written request. CRFC Sec. 105</td>
</tr>
<tr>
<td>_____ 2.</td>
<td>____</td>
<td>DESIGN: A qualified person shall have a minimum National Institute for Certification in Engineering Technologies [NICET] Level III certification RME for Fire Alarm System Layout OR, be a licensed engineer with experience in life safety system design. Other qualifications may be approved by the code official.</td>
</tr>
<tr>
<td>_____ 3.</td>
<td>____</td>
<td>PLANS: CERTIFICATION OR QUALIFICATION OF THE DESIGN PROFESSIONAL SHALL BE SUBMITTED WITH THE PLANS. The permit applicant shall provide a minimum of two sets of working plans to the Fire Department in accordance with Chapter 7 of NFPA 72 (2013). CRFC 105.7 We will retain one set of plans for our files and return the other set to you with a Permit, when the application is complete and acceptable. One set of plans may be submitted electronically.</td>
</tr>
<tr>
<td>_____ 4.</td>
<td>____</td>
<td>INSTALLATION: Installation of fire alarm protection systems shall be installed by or overseen by a qualified person. A qualified person shall have a minimum NICET Level II certification for Fire Alarm Systems OR be a person who has successfully completed a four-year approved apprenticeship program as a journeyman fire</td>
</tr>
</tbody>
</table>
alarm contractor. Other qualifications may be approved by the code official. This qualified person shall verify that all installations comply with the working plans. At least one qualified person shall be on site during installation.

5. **INSTALLATION:** CERTIFICATION OR QUALIFICATION OF THE INSTALLATION PROFESSIONAL SHALL BE REGISTERED WITH THE STATE OF IOWA FIRE MARSHAL’S OFFICE

A Fire Alarm System Record of Inspection form shall be accurately completed and submitted by the qualified person with the same information as shown in NFPA 72 – Chapter 7.8, 2013 Edition.

6. All installations shall comply with all CRFC and applicable NFPA Standards, Cedar Rapids Building Code and applicable Federal, State and other local requirements.

7. **Plan Review:** All documentation for plan review shall be in accordance with NFPA 72 – 7.2.1, 2013

8. **Manual Fire Alarm Boxes** shall be located as required by the International Fire Code. At least one manual fire alarm box is required at an approved location.

9. **One exterior horn/strobe** shall be located above the fire department connection and monitored for water flow alarm only if applicable.

10. **All alternative fire protection provided shall be connected to the buildings fire alarm system.**

**AFAC 105.7.1 Fire Alarm System.** A construction permit is required for installation of or modification to an automatic fire-extinguishing system. Maintenance performed in accordance with this code is not considered a modification and does not require a permit. See table below for review and compliance inspection fee: Devices shall include, smoke/heat detection, pull stations, horn/strobes, duct detection

<table>
<thead>
<tr>
<th>Devices Range</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 30 Devices</td>
<td>$75</td>
</tr>
<tr>
<td>31-60 Devices</td>
<td>$110</td>
</tr>
<tr>
<td>61-90 Devices</td>
<td>$145</td>
</tr>
<tr>
<td>91+ Devices</td>
<td>$175</td>
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</tbody>
</table>
CEDAR RAPIDS FIRE DEPARTMENT
FIRE MARSHAL’S OFFICE

Permit Application for Fire Alarm System Installation  IFC 2015
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EXTRA PERMIT TRIP FEE  A fee of $75 shall be assessed for each additional inspection required because of incomplete or non-compliant work from a previous scheduled inspection.

PENALTY FEE  A double fee shall be issued to all fire alarm system installations prior to obtaining proper permit and approval.

Installation Contractor: Business__________________________Phone____________
Name __________________________

Plan Design Professional: ________________________  Qualification____________

FOR OFFICE USE ONLY!
FOR INSPECTORS ONLY!  UPON FINAL INSPECTION – Check each item on the application to determine if the installation meets the requirement. If the installation does not meet the requirement, write a violation notice for the deficiency.

Approved as completed as of

______________________________  the date:  ________________

Inspector’s Name