



**TOWN OF SMITHTOWN
DEPARTMENT OF PUBLIC SAFETY
FIRE PREVENTION DIVISION**

65 Maple Avenue, Smithtown, New York 11787 (631) 360-7553

FIRE ALARM PLANS SUBMITTAL/SYSTEM INSTALLATION PROCEDURE

Please review and familiarize yourself with all requirements listed in this document prior to your submittal. Your compliance with these requirements will enable us to complete the review process faster and more efficiently with less rejections due to improper submittals.

THIS DOCUMENT IS IN EFFECT AS OF 7/1/2019

New York State Fire Code

§SF104.2 Permits. The fire code official is authorized to receive applications, review construction documents and issue permits for construction regulated by this code, issue permits for operations regulated by this code, inspect the premises for which such permits have been issued and enforce compliance with the provisions of this code.

Code of the Town of Smithtown

§164-32 Permits Required. A permit shall be obtained from the Fire Prevention Division for the installation of any fire alarm, sprinkler or water spray systems or any other special fire extinguishing or fire-detection systems, which may be required under this Article.

Plans shall be provided when:

- Required by law or ordinance.
- A change of use for a particular premise occurs.
- Renovation of the premise exceeds fifty percent of the original premises value. This value shall not include the cost of land and shall relate to the structure only.
- Any fire alarm or fire and smoke detection system is renovated, improved or changed.
- Central Station monitoring is changed.

SECTION 1 All fire alarm plans submittals MUST include the following or they will be rejected:

1. All fire alarm system installations shall conform to Chapter 164 of the Code of the Town of Smithtown, the New York State Fire Code, the National Electrical Code, NFPA RS #72 and any/all other applicable rules, regulations or ordinances whether or not they are specified herein.
2. Plans shall be submitted by a company licensed by the State of New York as per General Business Law Article 6D. Proof of a valid license is to be submitted with the application.
3. The intended location and use of the structure involved shall be indicated.
4. Use or occupancy of each room.
5. Business name, numerical street address, and nearest intersection of building shall be indicated.
6. Main entrance location shall be labeled as such.
7. Compass point showing building layout shall be drawn.
8. Plans submitted for review shall deal directly to the type of installation proposed. Where a proposed installation governed by this office is part of a proposed major construction project, a separate plan shall be generated for the proposed installation in lieu of extraction from other plans indicating partial information. (i.e.: architectural, plumbing or electrical drawings.)

9. Provide cross sectional elevation of the building showing ceiling heights and spaces above suspended ceilings, etc. Indicate all conditions, which would impact detector spacing and location. Refer to NFPA-72 Chapter 17 of the 2010 and 2013 editions for criteria. State the type of ceiling being installed (suspended, sheetrock, open joist, etc.)
10. Name, address, and telephone number of person drawing plans and an original stamp of same.
11. Three sets of stamped fire alarm plans. All plans shall be stamped by a licensed Professional Engineer or a Registered Architect as required by the New York State Department of Education Law.
12. If, due to the scope of the work proposed, the plans are not required to be stamped, the plans shall be drawn utilizing accepted engineering practices and procedures. All line work and lettering shall be clear and legible.
13. Two sets of device cut-sheets. Manufacturer's specification, technical and installation sheets for all components of proposed systems shall be included in the plan submission. Exact copies will be accepted. All component parts and wiring shall be tested and approved/listed by a nationally recognized testing laboratory for the function intended.
14. If component parts from different manufacturers are to be mixed in any system, then a manufacturer's statement of compatibility of said parts shall be included in the submission.
15. If a submitted cut sheet shows multiple devices and options, the exact device to be used is to be circled, highlighted or called out. For pull stations, the method of reset must be clearly indicated on the plans (what key, size Allen wrench, type of screwdriver, etc.).
16. Fire alarm system wiring and equipment, including all circuits controlled and powered by the fire alarm system, shall be installed in accordance with the requirements of NFPA 72 and of NFPA 70 Article 760.
17. Application is to be completed in its entirety. If there are any blanks, the application will be rejected.
18. Electronic copy of plans and cut-sheets submitted in PDF format.
19. Applicable fee(s) as indicated on the application. All checks are to be made payable to the Town of Smithtown.
20. Submittals must include the appropriate prepaid mailer so we can return plans to you.
21. The Town of Smithtown will not approve the installation and use of any panel that requires codes or special knowledge to reset.
22. The use of combination panels will not be permitted if doing so will cause them to fall under item 21.
23. Must notate that the strobes will remain flashing on system silence
24. Must notate that any/all remote annunciator's will be incapable of controlling the fire alarm and will be for zone/device identification only.
25. All pull stations located in public areas or areas where they are subject to impact damage are to be fitted with protective sounding covers.
26. Must notate that any/all key and/or tools required to reset all components of the fire alarm system will be left of site (This includes panel keys, proper size Allen keys or proper type of screwdriver(s) necessary to reset pull stations).
27. For all plans revisions, the revision number, date and revision description shall be noted on the plans. All revisions will be called out and readily visible. No hand drawn additions to the plans will be accepted.
28. Plans shall be drawn to an established scale. Care is to be taken to insure that plans are reproduced on a 1:1 scale so as to avoid any distortions or variations. No plans will be accepted with a scale less than 1/8"=1'0".
29. All plans shall have an area of at least eighty (80) square inches available for approval stamps. This area shall be a clearly defined quadrangle with no sides less than six (6) inches in length.

30. Where details are required to be shown, they shall be shown as a drawing detail and not as a note indicating compliance. Riser diagrams shall be shown on a separate sheet.

31. A legend explaining the symbols being used to identify devices and components on plans.

NOTE: This legend is to be on each page of the plans including the riser diagram.

32. Licensed contractor name, address, contact person and 24-hour telephone number in case of emergency or problem shall be indicated.

33. Sprinkler system water flow and tamper switches shall be zoned separately.

34. Automatic Extinguishing Systems and Clean Agent Systems shall be zoned separately.

35. All detectors located in the concealed areas and spaces shall have remote indicating lights mounted in a clearly visible area as close as possible to the location of the detector.

REMINDER: ANY PLANS FOUND TO BE SUBMITTED WITHOUT THE ABOVE LISTED ITEMS 1-35 WILL BE REJECTED.

SECTION 2 Additional Requirements:

- Provide on a separate sheet, battery calculations including 24-hour stand-by, five-minute alarm time and 20 percent deterioration factor. Show minimum requirements and size of batteries to be installed to meet or exceed these requirements.
- Location of any automatic extinguishing systems shall be shown on plans and riser diagrams. All systems of this type must be tied into the fire alarm system and zoned separately.
- Pull stations will be on a separate zone.
- Detection zones shall be per floor with no zone encompassing an area larger than 10,000 square feet.
- For addressable and analog systems you must provide a detailed list of address verbiage for approval.
- The fire alarm control panel shall be connected to a dedicated branch circuit breaker which shall be marked in red and labeled "FIRE ALARM CIRCUIT." The breaker location shall be marked on the control panel.
- Fire pumps shall be monitored at the fire alarm and central station for "pump running", "phase reversal", and "power available status".
- The fire pump suction, discharge and bypass valves, and the isolation valves on the backflow prevention device or assembly shall be supervised in the open position.
- In a building fully protected with smoke and heat detectors, the duct detection will be on supervisory zone which will not result in the notification of the fire department.
- Stereo shunt is to be installed that will shut down any/all music system(s) in the establishment. Music system will not reset until fire alarm system is reset.
- Horn strobe is to be installed on the exterior of the building in plain view of the street.
- Fire alarm control panel (FACP) or a remote annunciator shall be installed at the main entrance in a manner where it is readily visible and readable from the exterior of the building. This remote annunciator will not be capable of controlling any function of the fire alarm system and will be for annunciation only.
- Central station is to be indicated on a separate sheet listing the name of the central station, address, 24-hour telephone number and responsible party from the central station.
- Circuit breaker and panel number as well as the central station account number are to be noted on the inside of the FACP door.

- Indicate the type and location of alarm transmitting equipment. All transmitting equipment shall have two telephone lines available and be listed for commercial fire applications.
- Indicate amount, location and type(s) of manual pull station, smoke detectors, heat detectors, duct detectors and/or any other alarm initiating device(s). If locations of said devices are dictated by specific distance requirements, indicate compliance with said distances.
- All smoke detectors to be used are to be equipped with a steady red indicator light that illuminates upon activation. Light must remain illuminated until panel is reset.
- Indicate the amount and type(s) of initiating device circuits.
- Indicate the amount and type(s) of indicating appliances and circuits.
- Indicate number, type, and location of supervisory initiating devices and circuits.
- Indicate the amount, type, and location of any other circuits, devices, controls and connections.
- 24-hour emergency service telephone number for fire alarm contractor is to be conspicuously posted on the fire alarm panel. Alarm contractor must be available for 24-hour service on this system.
- 24-hour central station contact number is to be conspicuously posted on the fire alarm panel.
- Complete and immediate fan shut down is required upon activation of any part of the installed system. Restart of the fans shall be independent of the fire alarm reset.
- All spaces located on the plans shall be labeled as to their use and shall show entry and exit points.
- All spaces located on the plans shall be labeled with dimension or square footage.
- All non-coded fire alarm systems installed after July 1996 shall sound a temporal 3 pattern.
- Visual alerting device will remain flashing when system is silenced.
- One copy of the Plans submitted as well as the electronic copy shall be retained on file by the Town of Smithtown Fire Marshal's Office. A second copy will be stamped and returned as "Fire Marshal's Inspectional Copy". This copy shall remain on the jobsite throughout the installation and until such time as the system is tested and approved by the Smithtown Fire Marshal's Office. The contractor will retain the third copy.

NOTE: Once the system is approved, the Fire Marshal's Inspectional Copy, along with all other applicable paperwork, is to be rolled and stored in an appropriately sized PVC tube with caps on both ends or an approved document box as near to the fire alarm panel as possible. In situations where the FACP is in a public area, the tube or document box can be installed near the electrical panel.

- If the proposed work is not started within 12 months of the plan approval, then the approval is revoked. At that point, new plans and fees must be submitted.
 - Any request to discuss plans or submittals shall be made to this office in advance. The Fire Marshal responsible for reviewing the plans shall be contacted and a meeting date/time will be set. Plans will not be reviewed immediately upon receipt at the Town of Smithtown and although plans will be reviewed as quickly as possible, a period of 20-30 working days should be expected for a review.
 - Before requesting final approval of the installation, the installing contractor shall furnish a written statement to the Fire Marshal's Office stating that the system has been installed in accordance with the approved plans and has been tested in accordance with the manufacturer's specifications and associated standard(s). Additionally, the documents listed below are to be submitted to the Fire Marshal's Office prior to witnessing of said test.
1. Completed fire alarm system *Record of Completion*.

2. Letter from central station stating the following:

- “We are aware that the responding fire department for this account is the *(fill in the appropriate fire department name)*.”
- “We are aware that the only acceptable telephone number to contact the *(fill in the appropriate fire department name)* is *(fill in the appropriate fire department telephone number)*.”
- “We are aware that we are not permitted to change this information without written permission from the Smithtown Fire Marshal’s Office and that failure to comply with this will result in legal action against us and our subscriber.”
- “We will promptly report all trouble signals, failures to test and alarm activations on this account to the Smithtown Fire Marshal’s Office via email to fire@smithtownny.gov.”
- “If we are terminating the subscribers monitoring for any reason, we will notify the Smithtown Fire Marshal’s Office in writing at least 15 days prior to the actual termination.”
- “If the subscriber requests termination of monitoring, we will notify the Smithtown Fire Marshal’s Office in writing at least 15 days prior to terminating central station monitoring of the subscribers system.”

SECTION 3 Fire Alarm Control Panel Replacement:

This section will only apply if the existing fire alarm control panel is being replaced with a panel of the same manufacturer and model for any reason. If the existing model to be replaced has been discontinued by the manufacturer, documentation must be provided from the manufacturer that indicates the compatible replacement panel to be used. Such documentation must be submitted with the Permit Application.

Any panel installation that does not conform to the above will be considered a new installation, rehabilitation or modification and, therefore shall require construction documents to be submitted with the application. Construction documents shall include devices counts, battery calculations and documentation confirming existing detection/activation devices are compatible with new panel.

SECTION 4 Central Station Change:

If your submittal is only for a central station update or change, you need only submit a completed application, the proposed date of the change, the reason for the change, the old central station name, a letter complying with item 2 above and the appropriate fee.

SECTION 5 Investigation and Penalty Fees:

If work is found to have commenced without approved plans and/or a proper permit, this office reserves the right to shut down any/all portions of the entire project deemed necessary to inspect, investigate, and confirm that work has been done. If any portion of the work performed is not clearly visible or readily accessible, you will be ordered to demolish, disassemble, or remove any and all obstructions regardless of the cost incurred. Failure to comply will result in the suspension/revocation of any building or other permit related to the site.

As working without approved plans and/or a proper permit is a crime under New York State Law, in addition to any/all fines, this office can and will take whatever legal means we deem appropriate against you including the issuance of summons and/or arrest.

For further information call 631-360-7553 during regular business hours (Monday-Friday, 8:00 a.m. to 5:00 p.m.)

SECTION 6 Method of Submittal:

In person or via carrier:

Department of Public Safety
Fire Prevention Division
65 Maple Avenue
Smithtown, NY 11787