

**OFFICE OF THE FIRE CODE OFFICIAL**  
Collier County Fire Control & Rescue Districts  
2800 North Horseshoe Drive  
Naples, Florida 34104



# COLLIER COUNTY

## FIRE ALARM SYSTEM SPRINKLER MONITORING

# PLAN CHECKLIST

*(For Plan Design Review)*

Compiled by  
Collier County Fire Marshal's Association  
Fire Alarm Sub-Committee  
Revised – 11/16/01  
2<sup>nd</sup> Revision – 06/30/02  
3<sup>rd</sup> Revision – 01/18/05  
4<sup>th</sup> Revision – 01/29/09

# Collier County “Fire Alarm System Sprinkler Monitoring Checklist for Plan and Submittal Review”

The following is intended to assist the engineer and/or installing contractor in designing and submitting for review - a “code compliant” - fire alarm sprinkler monitoring system. This document in no way details all of the requirements that may be necessary for a complete code compliant system.

**Note:** Systems shall be designed in accordance with the codes and standards adopted in Rule Chapter 69A-60 The Florida Fire Prevention Code, NFPA 1 (2006 edition) the Florida specific version, NFPA 101 (2006 edition) the Florida specific version, NFPA 72 (2002 edition) and the Collier County Fire and Protection Code Policy and Procedures Manual.

- YES NO      1.    Has the **project name** been identified?
- YES NO      2.    Has a very thorough and detailed **Scope of Work** been provided? Does it include information regarding all existing system panels and components and all new components to be installed?
- YES NO      3.    Will this be a **Remote Supervising Station** system in accordance with 8.4, NFPA 72, 2002 edition?
- YES NO      4.    Will this be a **Proprietary Supervising Station** system in accordance with 8.3, NFPA 72, 2002 edition?
- YES NO      5.    Will this be a **Central Station Service** system in accordance with 8.1.1, NFPA 72, 2002 edition?
- YES NO      6.    Has a **Site Plan** been provided?
- YES NO      7.    Have **shop drawings** been provided reflecting the locations of the fire alarm control panel (FACP), the smoke detector above the panel (if FACP is in an enclosed conditioned air space, the NEMA 4 enclosure with air-conditioner (if FACP is located outside), the manual pull-station (is it in an unobstructed location, accessible to the public and located where required by the local authority having jurisdiction), the exterior audio/visual device(s) (located as required in Policy & Procedure Article FAL01-01), the flow switch, the tamper switches for the riser, post-indicating valve and the double detector check valves, and surge protection on the power supply, and the circuits entering or exiting the building.

- YES NO
- 8.** If a double detector check valve (**DDCV**) serves more than one building - where each of these buildings has its own FACP – is it understood that EACH respective FACP shall monitor the DDCV tamper switches? {NFPA 72 (2002 ed.) 6.8.5.7.3; section 13.3.1.7.1.1 of the respective local amendments to the 2007 edition of the Florida Fire Prevention Code as adopted by the Collier County Fire Districts.
- YES NO
- 9.** Has a **Wire Legend** been provided?
- YES NO
- 10.** Has a **Wire Burial Detail** been provided?
- YES NO
- 11.** Has a **Sequence of Operations** been provided indicating the specific conditions being supervised, as well as detailed actions taken for trouble, supervisory and alarm conditions?
- YES NO
- 12.** Have **specification sheets** been provided for each initiating device, each notification appliance, each type of wire, the FACP, the battery, the surge suppressors (for 120 power, and circuits entering/exiting the building), and any other component of the fire alarm system?
- YES NO
- 13.** Is FACP in **conditioned air** space?
- YES NO
- 14.** Is it indicated on the plans that “primary power” connections comply with NFPA 72 (2002 ed.) 4.4.1.4.1 through 4.4.1.4.4? **(i.e. dedicated branch circuit which is mechanically protected, circuit disconnect means marked in red – accessible to authorized personnel only – and identified as FIRE ALARM CIRCUIT, location of circuit disconnecting means identified at FACU, and overcurrent protection provided.)** {NOTE: This shall include air conditioning units (such as “window-shakers” or the self-contained units in the NEMA Type IV enclosures) specifically installed to supply artificial conditioning to the space occupied by the FACU in order for FACU to meet the operating parameters of 4.4.4.1}
- YES NO
- 15.** Do the **battery calculations** provide for the required capacities of a Remote Supervising Station system, Central Station Service system or a Proprietary Supervising system (24 hours standby and 5 minutes alarm) and have the battery calculations been reviewed for accuracy?
- YES NO
- 16.** Have battery calculations been provided for a newly installed communicator?
- YES NO
- 17.** Is it understood that **separate fire alarm permits** are required

for the installation of the fire alarm sprinkler monitoring system, as well as for the monitoring of such a system, whether the work is performed by the same contractor installing the fire alarm sprinkler monitoring system or a different contractor? {Building Block A-101, which became effective October 1, 2007}

YES NO

**18.** Will the offsite monitoring be the responsibility of **the same contractor** installing the fire alarm sprinkler monitoring system?

YES NO

**19.** If Item #18 is YES, then will the two separate permit applications (one for the fire alarm sprinkler monitoring system installation and one for the monitoring-only) be packaged under one submittal?

YES NO

**20.** If Item #19 is YES and the separate permits are packaged under one submittal, is it understood that the submittal paperwork (i.e. scope of work, bill of materials, specification sheets, plan checklist, etc.) relative to the fire alarm sprinkler **monitoring-only** permit shall be “packaged” and attached to the bottom left corner of the plan sheet documents, **AND SHALL ONLY INCLUDE** paperwork and references to equipment related to the communication methods and transmission technologies utilized to transmit fire alarm system signals to an offsite monitoring company. (i.e. include specification sheets for the phone jacks, connecting cables and telephone surge suppressors, Monitoring Company Information Form and related UL certificate and State License copies, etc.)

YES NO

**21.** If Item #19 is YES and the separate permits are packaged under one submittal, is it understood an **annotation is to be provided on the Riser Diagram** indicating that “the telephone line surge suppression shall be provided under a separate monitoring-only permit?”

YES NO

**22.** Will the offsite monitoring be the responsibility of a **different contractor** than the one installing the fire alarm sprinkler monitoring system?

YES NO

**23.** If Item #22 is YES, then is it understood the submittal paperwork

for the Monitoring-Only permit shall be submitted by others under a different set of drawings and ALL paperwork and references to any equipment related to the communication methods and transmission technologies utilized to transmit fire alarm system signals to an offsite monitoring company **shall be EXCLUDED from the fire alarm sprinkler monitoring system submittal paperwork?** (i.e. phone jacks, connecting cables and telephone surge suppressors specification sheets, Monitoring Company Information Form and related UL certificate and State License copies, revised Scope of Work, etc.)

I hereby attest that, to the best of my knowledge, the aforementioned checklist information, the submitted wiring calculation(s) (load and voltage drop) as well as the battery calculation(s) are accurate and adequate for the system design being submitted.

\_\_\_\_\_  
Applicant Name (print)

\_\_\_\_\_  
Applicant Company

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
State Registration Number

\_\_\_\_\_  
Address City State Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Facsimile Number

\_\_\_\_\_  
Date