

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



**COLLIER COUNTY**

**SINGLE FAMILY**  
**FIRE ALARM SYSTEM**

**PLAN CHECKLIST**

*(For Plan Design Review)*

Compiled by  
Collier County Fire Marshal's Association  
Fire Alarm Sub-Committee  
Revised 11/19/01  
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 “Single Family Fire Alarm System 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” – single family fire alarm 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.      What type of **license** does the qualifier hold as required by the State of Florida?  EC  EF  EH  EY  ER  EG  EZ  
License #: \_\_\_\_\_      Expiration Date \_\_\_\_\_
- YES  NO      3.      Number of Stories? \_\_\_\_\_ Bldg. Height? \_\_\_\_\_  
Sq. Ft.? \_\_\_\_\_ (Per floor and building total).
- YES  NO      4.      Are floor plans **drawn to scale**? (1/8" scale is preferred)
- YES  NO      5.      Are ALL **rooms & spaces labeled clearly** on floor plans?
- YES  NO      6.      Has a very thorough and detailed **Scope of Work** been provided? Does it include information identifying the building as existing or new, as well as existing components and all new components to be installed?
- YES  NO      7.      Has a **Sequence of Operations** been provided indicating each condition being supervised and detailed actions taken for trouble, supervisory and alarm conditions?
- YES  NO      8.      Are **ceilings** higher than 10' & not smooth or flat indicated on plans?
- YES  NO      9.      Is there a **Riser Diagram** provided showing each floor and zone of all devices?
- YES  NO      10.      Is fire alarm control panel located in a conditioned air space?
- YES  NO      11.      Is surge suppression on the power supply, the phone line and any wire entering/leaving the building?



as adopted by the Collier County Fire Districts.

- YES  NO      **25.** In new construction, **does operation of any one** smoke detector **cause the alarm in all** smoke detectors within the dwelling unit to sound? {NFPA 72 (2002 ed.) 11.5.1.2(B)}
- YES  NO      **26.** Do alarm notification appliances and single and multiple station **smoke alarms produce a distinctive three-pulse temporal pattern** fire alarm emergency evacuation signal? {NFPA 72 (2002 ed.) 11.3.4}
- YES  NO      **27.** Does hearing impaired person(s) occupy the residence? If so, each initiating device shall cause the operation of a visible alarm signal in accordance with NFPA 72 (2002 ed.) 11.3.6.
- YES  NO      **28.** Do visible notification appliances located on the ceiling over the bed and within 16' of a sleeping occupant have a light output rating of at least 177-cd? Where a visual notification appliance in a sleeping room is mounted more than 24" below ceiling and within 16' of the pillow, a minimum rating of 110-cd shall be permitted. {NFPA 72 (2002 ed.) 7.5.4.4}
- YES  NO      **29.** Is alarm silencing switch or audible trouble-silencing switch indicated by a readily apparent signal when in the silenced position?
- YES  NO      **30.** Is a restraining means used at the plug-in of any cord-connected installation? {NFPA 72 (2002 ed.) 11.6.3(3)}
- YES  NO      **31.** Is battery (secondary supply) capable of operating system for 24 hours in the normal condition, followed by not less than 4 minutes of alarm? {NFPA 72 (2002 ed.) 11.6.2(2)}
- YES  NO      **32.** Is AC primary (main) power supplied either from a dedicated branch circuit or the unswitched portion of a branch circuit also used for power and lighting? {NFPA 72 (2002 ed.) 11.6.3(4)}
- YES  NO      **33.** Does removal or disconnection of battery (used as a secondary standby power source) cause a distinctive audible or visible trouble signal? {NFPA 72 (2002 ed.) 11.6.4(1)}
- YES  NO      **34.** Does fire warning equipment for dwelling units provide a sound that is audible in all occupiable dwelling areas? {NFPA 72 (2002 ed.) 11.5.1.2(A), see also definitions for Dwelling Unit-3.3.54 and for Occupiable Area-3.3.117}
- YES  NO      **35.** Do all alarm-sounding appliances have minimum rating of 15dBA above the average ambient sound level or 5 dBA above the maximum sound level having a duration of at least 60 seconds or 75dBA at the pillow? {NFPA 72 (2002 ed.) 11.3.5 and 7.4.4}
- YES  NO      **36.** Is warning equipment for dwelling unit provided with a convenient means for testing its operability? {NFPA 72 (2002 ed.) 11.7.4}
- YES  NO      **37.** In a fire/burglar alarm system, does the fire alarm signal take precedence over any other signal even when the nonfire alarm signal is initiated first? {NFPA 72 (2002 ed.) 11.7.6.2 and 11.7.6.6(1)}

YES  NO

**38.** In a fire/burglar alarm system, are the fire alarm signal and the burglar alarm signals distinctive? {NFPA 72 (2002 ed.) 11.7.6.3 and 11.7.6.6(2)}

YES  NO

**39.** Is this a Low Power Wireless System? If so, it is required to comply with NFPA 72 (2002 ed.) 11.7.7 and 6.16.

YES  NO

**40.** Is Fire Alarm System: Monitored\_\_\_\_\_ Local Alarm\_\_\_\_\_ {NFPA 72 (2002 ed.) 11.7.8.1}

YES  NO

**41.** If monitored, has our two-page Monitoring Company Information Form (see Appendix 1 attached) been completed, reviewed for accuracy and submitted?

YES  NO

**42.** Is all installed household fire warning equipment mounted so as to be supported independently of its attachment to wires? {NFPA 72 (2002 ed.) 11.8.1.3}

YES  NO

**43.** Will you, the supplier or installing contractor, provide the owner with the following {NFPA 72 (2002 ed.) 11.8.1.4):

- An instruction booklet illustrating typical installation layouts
- Instruction charts describing the operation, method and frequency of testing, and proper maintenance of household fire warning equipment
- Printed information for establishing a household emergency evacuation plan.
- Printed information to inform owners where they may obtain repair or replacement service, and where and how parts requiring regular replacement (such as batteries or bulbs) may be obtained within two weeks.
- Information noting both of the following: (a) Unless otherwise recommended by the manufacturer, smoke alarms shall be replaced when they fail to respond to tests; and (b) Smoke alarms shall not remain in service longer than 10 years from the date of installation.

YES  NO

**44.** Will the installation of wiring and equipment be in accordance with the requirements of NFPA 70, National Electrical Code, and Article 760? In Power Limited systems, a minimum 18 gauge for single conductors and 26 gauge for multiple conductors are permitted. In all cases, the manufacturer's documented instructions for the panel should be followed. Has a Wire Legend been provided? {NFPA 72 (2002 ed.) 11.8.5}

YES  NO

**45.** Will all household fire warning equipment or systems be plainly marked with the following information on the unit:

- Manufacturer's or listee's name, address, and model number.
- A mark or certification that the unit has been approved or listed by a testing laboratory.
- Electrical rating (if applicable)

- Identification of all user interface components and their functions (such as, but not limited to, lights, switches, and meters) located adjacent to the component
- Operating and maintenance instructions
- Test instructions
- Replacement and service instructions
- Reference to an installation wiring diagram and homeowner's manual, if not attached to control unit (panel), by drawing number and issue number and/or date

Exception: Where space limitations prohibit inclusion of 11.11.2(5) and 11.11.2(7), it is not prohibited for this information to be in the installation instructions instead.

YES  NO

**46.** Have specification sheets been provided for each initiating device, each notification appliance, each type of wire, the FACP, the battery, the surge suppressors (for power, circuits entering/exiting the building, telephone line), and any other component of the fire alarm system?

YES  NO

**47.** Are the required number and location of smoke detection devices required by NFPA 101 (the Florida 2006 edition) section 24.3.4 satisfied independently through the use of smoke alarms?

NOTE: the installation of additional smoke alarms shall be permitted and the installation of additional system-based smoke detectors, including partial or complete duplication of the smoke alarms satisfying the required minimum shall be permitted as well, but is not required. Though a combination is allowed, one type of equipment (smoke alarm or system-based smoke detectors) must independently meet the requirements of NFPA 101 (the Florida 2006 edition) section 24.3.4

YES  NO

**48.** Are the required number and location of smoke detection devices required by NFPA 101 (the Florida 2006 edition) section 24.3.4 satisfied independently through the use of system-based smoke detectors?

NOTE: the installation of additional system-based smoke detectors shall be permitted and the installation of additional smoke alarms, including partial or complete duplication of the system-based smoke detectors satisfying the required minimum shall be permitted as well, but is not required. Though a combination is allowed, one type of equipment (smoke alarm or system-based smoke detectors) must independently meet the requirements of NFPA 101 (the Florida 2006 edition) section 24.3.4

I hereby attest that the aforementioned checklist information and battery calculations are, to the best of my knowledge, accurate and adequate for the fire alarm system design submitted.

\_\_\_\_\_  
Applicant Name (printed)

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

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

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

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

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

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

\_\_\_\_\_  
Date

Appendix 1

# MONITORING COMPANY INFORMATION FORM

(Submit with all "monitored" fire alarm system plans, both new & existing)

Monitoring Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

UL category code (e.g. UUFEX or UUJS) \_\_\_\_\_

UL file number (e.g. S1362) \_\_\_\_\_  
(Provide copy of current UL Certificate)

FM approval number \_\_\_\_\_

State of Florida License number \_\_\_\_\_  
(Provide copy of current Florida license)

□ Provide warranty/maintenance contract showing services provided (633.701 (3))

Length of contract \_\_\_\_\_

Trouble low battery \_\_\_\_\_ Action taken \_\_\_\_\_

Sprinkler valve tamper \_\_\_\_\_ Action taken \_\_\_\_\_

A/C power loss \_\_\_\_\_ Action taken \_\_\_\_\_

Ground Faults \_\_\_\_\_ Action taken \_\_\_\_\_

Low battery \_\_\_\_\_ Action taken \_\_\_\_\_

Alarm \_\_\_\_\_ Action taken \_\_\_\_\_

Sprinkler flow \_\_\_\_\_ Action taken \_\_\_\_\_

Electric fire pump/motor running \_\_\_\_\_ Action taken \_\_\_\_\_

Electric loss of phase \_\_\_\_\_ Action taken \_\_\_\_\_

Electric phase reversal \_\_\_\_\_ Action taken \_\_\_\_\_

Electric controller connected  
to alternate source \_\_\_\_\_ Action taken \_\_\_\_\_

(NFPA 20, 10.4.7.2 (A),(B),(C),(D))

Diesel engine running \_\_\_\_\_ Action taken \_\_\_\_\_

Diesel controller off/manual \_\_\_\_\_ Action taken \_\_\_\_\_

Diesel engine/controller trouble \_\_\_\_\_ Action taken \_\_\_\_\_  
(NFPA 20, 12.4.2.2 (1),(2),(3))

Phone line trouble \_\_\_\_\_ Action taken \_\_\_\_\_

Runner dispatch \_\_\_\_\_ Action taken \_\_\_\_\_

1-hour \_\_\_\_\_ Action taken \_\_\_\_\_

4-hour \_\_\_\_\_ Action taken \_\_\_\_\_

q Please circle the type of supervising station used: Central Station Service or  
Proprietary Supervising Station or Remote Supervising Station System

q For systems employing a DACT, the primary means of transmission shall be a telephone line (number) connected to the public switched network. In addition, which one of the following secondary transmission means shall be employed (2002 ed. of NFPA 72 sections 8.5.3.2.1.4 and 8.5.3.2.1.5):

- o A second telephone line (number)
- o A cellular telephone connection
- o A one-way radio system
- o A one-way private radio alarm system
- o A private microwave radio system
- o A two-way RF multiplex system
- o A transmission means complying with 8.5.4

q If utilizing two telephone lines (numbers) for the two required separate means of transmission, and if long distance telephone service (including WATS) is used, the second telephone line (number) shall be provided by a different long distance service provider, if there are multiple providers. {see the 2002 edition of NFPA 72, sections 8.5.3.2.1.5(1) and 8.5.3.2.1.5(6)}

- Primary means of transmission telephone number \_\_\_\_\_  
(Long Distance Service Provider) \_\_\_\_\_
- Secondary means of transmission telephone number \_\_\_\_\_  
(Long Distance Service Provider) \_\_\_\_\_