



Planning & Development Department

320 E Jefferson Blvd, Dallas TX 75203

(214) 948-4480

FIRE ALARM SYSTEMS PERMIT APPLICATION CHECKLIST

By checking each requirement, you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days after notification may result in your application being delayed and eventually discarded. A new application, the original application, complete plans, and a new checklist will be required for re-submittal for plan review. This resubmittal will be treated as a new application and will be processed in the order of receipt.

1. ☐ Completed permit application
2. ☐ Completed Fire Alarm Plan Review Request Form
3. ☐ Minimum three (3) copies of plans and one (1) copy of system specification
(Refer to NFPA-72, Chapter 7 for information that the plans and calculations must contain for our review.) Plans should include:
 - ☐ Occupancy classification
 - ☐ Site plan and key plan denoting the areas of work
 - ☐ Description of use for all portions of the building and ceiling height
 - ☐ "as built" drawing showing all the routing of circuits installed
 - ☐ Detail riser diagram
 - ☐ System operation matrix
 - ☐ Battery size and voltage drop calculations
 - ☐ Manufacturer and model of all fire alarm devices (cut sheets)
 - ☐ All plans must be signed by the APS with APS's licensing information and company name
or Professional Engineer registered in Texas whose major discipline is Fire Protection Engineering (FPE).
 - ☐ All resubmittals must clearly cloud all revised areas and include a revision description

I, _____ have read the above information and acknowledge that all required documents have been provided.
Please Print

Signature _____

Date _____