



**Oklahoma State Fire Marshal**  
P.O. Box 36690  
Oklahoma City, Oklahoma 73136-2690  
(405) 522-5005 | [www.oklahoma.gov/fire](http://www.oklahoma.gov/fire)

## **FIRE ALARM PLAN SUBMITTAL CHECKLIST**

The following is a list of requirements for all fire alarm plan submittals. Submittals shall include information identified in the adopted version of the International Fire Code section 907.1.2 and NFPA 72, 7.4.4 through 7.4.10. Any information that is not provided will result in the plans being denied and or disapproved which will incur a full resubmittal application and incur all associated plan review fees. It is the responsibility of the applicant to provide the required information herein.

**IFC 901.2 Construction Documents** - the Fire Code Official shall have the authority to require construction documents and calculations for all fire protection systems and to require permits be issued for the installation, rehabilitation, or modification of any fire protection system. Construction documents for fire protection systems shall be submitted for review and approval prior to system installation.

**IFC 907.1.1 Construction Documents** - construction documents for fire alarm systems shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the International Fire Code and the International Building Code.

**NFPA 72 7.2.1** - the following list shall represent the minimum documentation required for new fire alarm systems, supervising station and shared communication equipment, and emergency communications systems, including new systems and additions or alterations to existing systems:

**Minimum Required Documentation:**

- Written narrative providing intent and system description
- Riser diagram
- Floor plan layout showing locations of all devices, control equipment, and supervising station and shared communications equipment with each sheet showing the following:
  - Point of compass (north arrow)
  - A graphic representation of the scale used
  - Room use identification (Room Names)
  - Building features that will affect the placement of initiating devices and notification appliances
  - Sequence of operation in either an input/output matrix or narrative form
  - Equipment technical data sheets
  - Manufacturers' published instructions, including operation and maintenance instructions
  - Battery capacity and de-rating calculations (where batteries are provided)
  - Voltage drop calculations for notification appliance circuits
  - Mounting height elevation for wall-mounted devices and appliances
  - Where occupant notification is required, minimum sound pressure levels that must be produced by the audible notification appliances in applicable covered areas
  - Pathway diagrams between the control unit and the supervising station and shared communications equipment



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Shop drawings shall include the following information:

- Name of protected premises, owner, and occupant (where applicable)
- Name of installer or contractor
- Location of protected premises
- Device legend and symbols in accordance with NFPA 170
- Date of issue and any revision dates.

Floor plan drawings shall be drawn to an indicated scale and shall include the following information, where applicable for the particular system:

- Floor or level identification
- Point of compass (indication of North)
- Graphic scale
- All walls and doors
- All partitions extending to within 15 percent of the ceiling height (where applicable and when known)
- Room and area descriptions
- System devices/component locations
- Locations of fire alarm primary power disconnecting means
- Locations of monitor/control interfaces to other systems
- System riser locations
- Type and number of system components/devices on each circuit, on each floor or level
- Type and quantity of conductors and conduit (if used) for each circuit
- Identification of any ceiling over 10 feet in height where automatic fire detection is being proposed
- Details of ceiling geometries, including beams and solid joists, where automatic fire detection is being proposed
- Where known, acoustic properties of spaces

System riser diagrams shall be coordinated with the floor plans and shall include the following information:

- General arrangement of the system in building cross-section
- Number of risers
- Type and number of circuits in each riser
- Type and number of system components/devices on each circuit, on each floor or level
- Number of conductors for each circuit

Control unit diagrams shall be provided for all control equipment (i.e., equipment listed as either a control unit or control unit accessory), power supplies, battery chargers, and annunciators and shall include the following information:

- Identification of the control equipment depicted
- Location(s) of control equipment
- All field wiring terminals and terminal identifications
- All circuits connected to field wiring terminals and circuit identifications



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- All indicators and manual controls

Wiring Diagrams

- Typical wiring diagrams shall be provided for all initiating devices, notification appliances, remote indicators, annunciators, remote test stations, and end-of-line and power supervisory devices.

Matrix of Operation

- A narrative description or input/output matrix of operation shall be provided to describe the sequence of operation.

System calculations shall be included as follows:

- Battery calculations
- Notification appliance circuit voltage drop calculations
- Other required calculations, such as line resistance calculations, where required

**In addition to the items noted above, the Oklahoma State Fire Marshal's Office also requires the following on the plans:**

- Alarm Contractor's name, address and Oklahoma License number
- Full name of designer(s) (no abbreviations)
- Vicinity map (showing location of project)
- Plans must be computer/CAD designed to a scale no smaller than 1/8". Plans shall show sufficient detail to fully indicate the nature and scope of work to be performed. Plans must be original design from the fire alarm company and not be the building designer/architect's plans or contain architects seals/information. Hand drawn plans will not be accepted.
- Designed by a minimum of NICET III Certification or Professional Engineer with discipline in fire protection. NICET stamp must be provided on plans.
- Edition year of NFPA 72 to which the alarm system is designed.
- Spacing outline templates of smoke/heat detectors and visual device templates shall be provided on the plans.
- All fire alarm drawings shall use symbols described in NFPA 170. The use of non-NFPA 170 symbols will result in disapproval.
- Work on existing systems or additions to existing systems shall be provided with a Scope of Work Letter on what is being done.
- I have verified that the above information noting all required information, pages and supporting documents for the project are provided.

**VERIFY that your plans meet the above requirements as outlined above. These are not new requirements to this industry. It is your responsibility as the contractor and or designer to verify your plan design meets the requirements as indicated in the applicable codes and standards, to include any additional requirements by the State Fire Marshal's Office.**

**Failure to adhere or follow the requirements will cause the submittal application to be disapproved and cause further delays.**