

Fire Alarm Plan Submittal / Review Process

Plans for fire alarm systems are submitted for processing to Kenneth Bort, Fire Marshal at Copper Mountain Fire Department. This submittal occurs after the building permit is issued and **MUST** be done prior to the first framing inspection.

The minimum requirement for a complete submittal includes the following:

New Fire Alarm System Installation:

- Completed Permit Application including building permit number.
- Payment in full for the correct permit fee must be included with submittal.
- A copy of your current contractor's license.
- Copy of signed and approved Building Permit from Summit County Building Department.
- Completed Acknowledgement of No Work To Be Done Form.
- Two (2) sets of 1/4" scaled plans of the system layout including wiring.
- Diagrams - Additional copies may be required.
 - One (1) set of elevations and two (2) site plans.
 - Two (2) sets of battery and voltage drop calculations.
 - Two (2) sets of manufacturer's device cut sheets.

Fire Alarm System Remodels:

Please include all of the above except the two (2) sets of scaled plans, which are replaced with a scope of work letter on letterhead with an original signature. Scope of work letter must include the full extent of the remodel, state that the addition of any new devices will be compatible with the existing devices and that the addition/deletion will or will not affect the original battery calculations. Based upon the complexity of the project, additional information may be requested. When the review is completed, plans, comments and a signed permit will be issued to the contractor for work to begin.

No work shall be started on the system prior to the issuance of a permit

Any work done before the plan review is complete and a permit issued **WILL** result in a fine of two (2) times the permit fee. **NO EXCEPTIONS!**

Field inspections are required on all rough and final installations. Any plan comments generated as a result of the review process must be resolved prior to scheduling inspections. Inspections can be scheduled by calling 970-968-2300 ext. 831.

Before a final inspection is scheduled, the contractor should review the Inspection Checklist to ensure that the system is ready. If a re-inspection is necessary, a minimum \$200.00 fee for the first two (2) hours and \$75.00 for each additional hour or portion thereof. The re-inspect fee **WILL** be assessed and collected prior to the re-inspection.

Copper Mountain Fire Department

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Copper Mountain, CO 80443

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Coppermountainfire.org