



APPLICATION FOR INSTALLATION OF FIRE ALARM



ROCHESTER, NH FIRE DEPARTMENT
FIRE PREVENTION DIVISION

37 Wakefield Street \* Rochester, New Hampshire 03867 \* Telephone (603) 335-7545 \* Fax (603) 332-9711

Property Name:
Property Address:
Owners Name:
Address:
City: State: Zip: Tel:
Installers Name:
Address:
City: State: Zip: Tel:

N.I.C.E.T. CERTIFICATION #

Estimated Cost

Table with 4 columns: # SMOKE DETECTORS, # HEAT DETECTORS, # PULL STATIONS, # DUCT DETECTORS, # HORN STROBES, # MINI/HORNS, OTHER DEVICES, # MAG DOOR HOLDERS, # WATER FLOW SWITCHES, # LOW PRESSURE SWITCHES, # TAMPER SWITCHES, KNOX BOX

CENTRAL OFFICE CONNECTION

PROVIDE THE FOLLOWING WITH THIS APPLICATION

PLANS REVIEW FEE
CUT SHEETS
BATTERY LOAD CALCULATIONS
FLOOR PLANS
NUMBER OF STORIES

CALL FOR ON SITE LOCATION
APPROVAL OF KNOX BOX,
ANNUNCIATOR AND FACP
(603) 335-7545

Highlight all fire alarm components on plans and drawings.

Equipment must be installed in accordance with the Rochester Fire Department rules and regulations governing fire alarm systems and manufacturers' installation instructions. Application is hereby made for approval for installation or modification of a fire alarm system and/or monitoring connection.

DATE
Installer's Business Name
Installer's Name (Print)
Installer's Signature

DATE
Inspector's Name
Approved
Disapproved

White - Owner
Canary - Fire Department
Pink - Code Enforcement



# Fire Protection Permit Application

City of Rochester, New Hampshire  
Code Enforcement Department  
31 Wakefield St. Rochester, NH  
Telephone: (603) 332-3508

Issue Date: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
(This area for office use only)  
Map # \_\_\_\_\_  
Lot # \_\_\_\_\_  
Block # \_\_\_\_\_  
Zoning \_\_\_\_\_

Location (Street # & Street Name): \_\_\_\_\_

Owner: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Contact Method:  Telephone  Cell  Email

Estimated Cost: \_\_\_\_\_ Permit Fee: \_\_\_\_\_

Paid:  Cash \$ \_\_\_\_\_  Check # \_\_\_\_\_

Calculate at \$9.00 per thousand of construction cost (rounded up) plus a \$10.00 Application Fee.  
Minimum Permit fee is \$20.00

Project Type:  Residential [Number of Dwelling Units: \_\_\_\_\_]  Commercial

Sprinkler System:  NFPA 13  NFPA 13R  NFPA 13D

Alarm System:

Commercial Hood:  Type I  Type II  Suppression System

### ATTACHMENTS AND SUBMITTALS REQUIRED AT THE TIME OF APPLICATION:

Rochester Fire Department Installation/Plan Review Application with Payment.

2 Sets of plans & Calculations.

Special Inspection Escrow Accounts are needed for some projects. Please inquire with the Code Office.

~~~~~ (DO NOT WRITE IN THIS SPACE) ~~~~~

Approved By \_\_\_\_\_ Date: \_\_\_\_\_  
Code Officer: \_\_\_\_\_

Instructions for Permit Applications

1. All information must be printed legibly.
2. Owner name, address and phone number.
3. Location and address of work site.
4. Plans & payment must be submitted at time of application.

**Notes:**

The property owner of record may exercise their right to perform their own work on their residence if he or she lives at the residence and the residence is a Single Family Dwelling occupied by the owner of record

It is the responsibility of all contractors, to obtain the necessary permits from the Code Enforcement office at City Hall before ANY work has begun. Work must begin within six (6) months of the issuance of any permit.

Permits are non-transferable. If this is an "After the Fact" permit, it will be subject to a fee two times the normal permit fee.

It is the responsibility of the contractor to obtain all inspections required. A rough-in inspection is required before any work is covered, and a final inspection is required when all work is complete. *This signed application constitutes consent on the applicant's part to allow for all inspections at the property location listed.*

No permit will be issued until all of the above information is furnished, and all the above conditions met.

**INSPECTIONS REQUIRED:**

**Contact the Rochester Fire Department for Required Inspections and Scheduling.**

Code Enforcement Approval would certify that the applicant could proceed with installation of the approved fire protection system(s) in accordance with specifications submitted. Any deviation from the specifications submitted will require an amendment to this permit or additional permits.

If you have any questions, feel free to contact the Code Enforcement office at (603) 332-3508 or the Rochester Fire Department at (603) 335-7545

**Statement of Compliance:**

I have read and understand the statement and hereby agree to all of the terms stated therein. I agree to abide by any and all codes relating to my field of work, including all national, state and local codes. I also realize that any false statement made in the application for permit may be grounds for revocation of said permit.

**\*\*\* Plans will be forwarded to Rochester Fire Department for Approval\*\*\***

Special Inspection Escrow Accounts May Be Needed for Some Projects. The Building Department will let you know if they are needed.

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

\_\_\_\_\_  
Date



Rochester Fire Department  
City of Rochester  
37 Wakefield Street • Rochester, NH 03867

Norman Sanborn, Jr.  
Chief of Department

Tel (603) 335-7545  
Fax (603) 332-9711

**FIRE ALARM APPLICATION INSTRUCTIONS**

Application must be completed in its entirety and signed by the installer.

• **OBJECTIVE:**

What is the scope of work that is being completed by you (the installer) i.e. New Fire Alarm System, upgrade to existing fire alarm system, Tenant Fit-up, replacing existing devices/FACP.

• **PLANS:**

All plans submitted must be stamped and signed by a NICET Level III technician or higher.

The Fire Alarm Application must be submitted with **TWO** sets of plans (**Highlight all fire alarm components on plans and drawings**)

• **KNOXBOX:**

All new buildings with fire alarms systems shall have a Knox Box (Rapid Entry System). Residential Box #1650 or #1651 shall not be allowed on occupancies other than one or two family residences or by the AHJ's authority.

Knox Box applications maybe obtained through the Fire Prevention Office.

• **FEE:**

The review of a fire alarm system plan shall be performed by the Fire Department at a charge of \$1.00 per device with the minimum fee being \$50.00.

A Fire Protection permit shall be obtained from the Building Safety Department and you need to calculate at \$9.00 per thousand of construction (rounded up) plus a \$10.00 Application Fee. Minimum Permit fee is \$20.00.

• **INSPECTIONS:**

The initial inspection of an installed sprinkler system shall be performed by the Fire Department at no charge.

Re-inspections of installed sprinkler systems shall be billed at a rate of \$50.00 per person per hour with a minimum charge of \$100.00.

A test certification for above ground and underground piping shall be presented to the Rochester Fire Department prior to the final inspection.

Included for your examination are any changes made to the Rochester Fire Department Sprinkler System Rules and Regulations made within the last year.

# Rochester Fire Department Fire Alarm

## Rules and Regulations



*Serving the Lilac City with Pride*

March 2006

# ROCHESTER FIRE ALARM RULES & REGULATIONS

## Administrative Rules

All fire alarm systems installed in the City of Rochester shall have an application submitted to Fire Prevention before a Fire Protection permit is issued. A Fire Protection permit, obtained through the city building department, shall only be issued once the fire alarm system plans are reviewed.

All submissions shall include the proper fees, a FLOOR PLAN showing all alarm devices, panel and annunciator locations, a list of alarm points if addressable, a legend detailing all symbols used in the plans, battery calculations, and annunciator detail showing zone labeling.

All fire alarm systems installed in the City of Rochester shall have fire protection permit from the City of Rochester Building Department.

The fire department shall not allow a permit until all of the necessary documentation is received. Work on the fire alarm system shall begin within 120 days of receipt of permit.

Additions, modifications and deletions to existing fire alarm systems shall require a new application and submittal.

When calling for a final inspection of the fire alarm system, the installer shall furnish to the fire department an NFPA or other approved certificate certifying that the fire alarm system has been 100% tested and functions in complete compliance with the system specifications and manufacturers requirements. The fire alarm systems manufacturers representative or other qualified personnel shall complete this test. Upon receipt of the certification, the fire department will schedule an inspection during which the installer shall perform the actual test. The installer shall provide the necessary tools and personnel to perform such tests. The owner or his representative shall be present during the final test.

The Rochester Fire Department assumes no responsibility of the proper operation of any fire alarm system. Fire Department personnel may attempt to silence and/or reset the system but are under no obligation to do so.

Identification and phone numbers of the property owner or representative shall be properly posted at the Fire Alarm Control Panel (FACP).

## Design and Layout

All equipment used shall be of a type approved by the Fire Department Chief or his designee. Used or rebuilt equipment shall not be accepted.

All Fire Alarm Control Panels shall be stand-alone systems. No other building control or security functions shall be allowed in the panel (e.g. security systems, temperature control).

All Fire Alarm Control Panels shall be equipped with a CAT-30 key lock.

Manual pull-stations shall be dual-action with a CAT-30 key lock reset feature.

All fire alarm pull-stations and notification appliances shall be predominantly red in color and labeled "FIRE". Any alarm or signal devices located in the building which are not part of the fire alarm system shall be painted a color other than red.

Pull-stations not connected to a central station shall have a label with a minimum of ¼" (one quarter inch) lettering, with WHITE letters on a RED engraved or silkscreened plastic or metal reading:

**LOCAL ALARM ONLY**  
.. DIAL 9-1-1

No modifications shall be made to the fire alarm panel unless Underwriters Laboratories (UL) expressly approves such changes.

A separate Alternating Current (AC) circuit disconnect shall be provided for the Fire Alarm System with a breaker lock.

All fire alarm systems shall be supervised by a Direct Current (DC), battery stand-by.

The batteries used with the fire alarm control panel shall be capable of operating the panel for forty-eight (48) hours. The calculations used to determine battery capacity shall be presented to the fire department with the application for the fire alarm system. All stand-by batteries and charging systems shall be supervised. All batteries shall have the date of installation written or stamped on the battery.

The Fire Alarm Control Panel location shall be approved by the fire department. Alarm display height shall be between sixty (60) to seventy-two (72) inches.

All Fire Alarm Control Panels shall be labeled with a sign "Fire Alarm System" consisting of one-inch (1") white lettering on a RED background. If the Fire Alarm Control Panel is located in a separate or concealed space, a sign shall be provided on the entrance door(s) or near the concealed space. Such signs shall be RED with WHITE lettering at least one inch (1") in height and shall read 'FIRE ALARM SYSTEM'.

Upon activation of any alarm device the control panel shall:

1. Notify a Central Station
2. Sound the appropriate evacuation signals
3. Flash the evacuation lights
4. Indicate the zone or device that activated
5. Return the elevator(s) to the designated level or if smoke is present to a predetermined alternate floor.
6. Close all fire doors connected to the fire alarm system

A drill switch may be allowed in order to perform fire drills without summoning the fire department. Drill switches shall be clearly labeled "Fire Drill".

All zones in non-addressable control panels shall have RED alarm indicating lamps and YELLOW trouble indicating lamps. Power lamps shall be GREEN. All zone labeling shall be of permanent type and clearly visible from outside the panel as well as on the inside.

All addressable systems using alphanumeric displays shall be, at minimum, eighty (80) characters Liquid Crystal Display (LCD). Systems that display only a code or number for an alarm or trouble shall not be accepted.

All Fire Alarm Control Panels shall have a signal silence switch and a system reset switch. Alarm signals shall have a re-sound provision. This provision shall insure that when a system is silenced any subsequent alarms from any other zone shall re-sound the evacuation signal.

The visual indicators of the evacuation signals in all systems shall remain illuminated after the alarm silence or alarm acknowledge switch is operated.

All dwelling units with a fire alarm system shall have an Underwriters Laboratories (UL) listed audible device (mini-horn) connected to the building fire alarm system.



All exterior exit ways and each exit from every level shall be fitted with a manual pull station. These devices shall be immediately adjacent and in the path of travel to, a means of egress. Pull stations shall be located within four (4) feet of the exitway.

End of line devices in Class B systems must be installed electrically last beyond any detection devices in the alarm circuit.

The location of the end of line device shall be prominently and permanently labeled.

Detection devices located in concealed areas shall have a remote indicator that illuminates when that device is in alarm. Remote indicators shall be located and permanently labeled in a manner acceptable to the fire department.

A system smoke detector shall be installed in all main electrical rooms and in elevator equipment rooms.

Notification appliances and/or initiating devices added to a fire alarm system shall be compatible with existing devices and panel. They shall provide the same audible sound as existing audible devices.

A Fire Alarm Zone shall cover a maximum of TEN THOUSAND (10,000) square feet.

All sprinkler zones shall annunciate separately.

All structures having multiple-tenant access shall be zoned by tenant space. Individual spaces shall be identified by a method acceptable to the fire department.

All CLASS A Mercantile occupancies, all education occupancies, and all structures mandated by NFPA 101 shall require a voice fire alarm system with an approved recorded message and a supervised evacuation microphone public address system.

### **Fire Alarm Panel**

Fire alarm panels shall be of the addressable kind. There are certain situations where a conventional fire alarm panel may be used. Only Fire Prevention can ease the requirement for an addressable fire alarm panel. Contact Fire Prevention to see if a conventional fire alarm panel would be accepted for the occupancy.

### **Remote Annunciator**

A remote annunciator shall be located at the main entrance of the building strategically mounted to allow unimpaired access and viewing from the outside of the building. The location of the annunciator shall be approved by the fire department. The color of the housing of this annunciator shall be predominantly RED.

All annunciators shall be backlit with an incandescent lighting. No LED lights shall be acceptable within an annunciator. All zone labeling shall be in plain English and indicate the location of the alarm. Zone numbers will not be allowed on the annunciator.

Remote annunciators shall be equipped with a supervised alarm silence and system reset switch. Remote silence and reset switches shall be of the momentary operation type.

Remote annunciators shall be equipped with a visual and audible system trouble device. The audible signal transmitted at the annunciator shall be of sufficient volume to be heard at twenty (20) feet.

### Graphic Annunciator

Graphic annunciators shall be equipped on all buildings greater than Twenty-Thousand (20,000) square feet or of unusual design. All graphic annunciators shall be approved by the fire department prior to manufacture.

The building graphic shall show the building in phase with the viewer and shall indicate to the viewer in **BLACK** letters, "YOU ARE HERE".

Building outlines shall be shown in triple thickness **BLACK**. Within the building rooms, corridors, etc. shall be shown in double thickness and lines of lesser significance shall be denoted in single thickness. Extraneous building details shall be eliminated to create a clear and concise plan of the building layout depicting only relevant details.

Graphics having significant detail should have stairways highlighted or shaded in **GREEN** and elevators in **YELLOW** to bring attention to these areas. All main corridors and points of egress shall also be clearly indicated.

All fire department and Fire Alarm Control devices and locations shall be shown in **RED** Symbols and identification.

All zone boundaries shall be detailed using **RED** dashed-line when applicable.

All permanent hazardous materials locations shall be detailed in **BLUE**.

### Elevators

All elevators shall be connected to the fire alarm system. Smoke detectors shall be installed in every elevator lobby at each level and in the elevator equipment room. All smoke detection devices shall be connected to the appropriate zone of the building fire alarm system. The elevator recall protocol shall be as follows:

- In the event of an alarm in the building, the elevator will proceed to the ground floor or designated level of the building.

- If the alarm is transmitted from a smoke detector in the elevator lobby of the ground floor or designated level, the elevator will proceed and stop at an alternate floor. In the event all lobby smoke detectors are activated, the elevator shall be programmed to open at an alternate floor.

Elevator recall systems shall reset automatically with the resetting of the fire alarm control panel.

All elevators shall be equipped with a firefighters control key #3502.

All occupant emergency phones located in elevators shall dial directly to 9-1-1 and shall have a permanent sign indicating the building street address and the elevator location.

### Fire Department Contact Information

Questions and approvals on:

1. Fire Alarm Applications
2. Fire Alarm Systems
3. Fire Alarm Inspections
4. Knox Boxes
5. Occupancy Requirements
6. Life Safety Requirements
7. Sprinkler & Standpipe Systems

Fire Marshal  
Rochester Fire Department  
37 Wakefield Street  
Rochester, NH 03867  
(603) 330-7184  
(603) 332-9711 FAX