

# COLUMBUS COUNTY FIRE MARSHAL'S OFFICE

## FIRE ALARM SYSTEM PLAN SUBMITTAL REQUIREMENTS

The following information details the plain review submittal requirements to the Columbus County Fire Marshal's Office for Fire alarm systems. Submittals should be submitted to:

Columbus County Fire Marshal's Office  
608 North Thompson Street  
Whiteville, North Carolina, 28472

### **Contact Information:**

Shannon Blackman Fire Marshal (910) 640-6613 office or fax (910) 640-1241

Email [gblackman@columbusco.org](mailto:gblackman@columbusco.org)

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### **Fees and Permit Application Form**

- The appropriate completed application form provided by the jurisdiction is required and all permit fees paid before any work can start on the job site.

### **Contractors License**

- Proof of current license issued by the State of North Carolina Electrical Examiners Board for installing fire alarm systems.

### **Statement of Compliance**

Section 902.2.1 of the North Carolina State Fire Prevention Code states the following.

**Before requesting final approval of the installation, where required by the fire code official, the installing contractor shall furnish a written statement to the fire code official that the subject fire protection system has been installed in accordance with approved plans and has been tested in accordance with the manufacturer's specifications and the appropriate installation standard. Any deviations from the design standard shall be noted and copies of the approvals for such deviations shall be attached to the written statement.**

The above –referenced Statement of Compliance shall be furnished to the Columbus County Fire Marshal's Office upon request for a final inspection of any fire protection installation. Additional certifications or information may be required at the final inspection and the Record of Completion forms for fire alarm systems will be required at final inspection. This Statement of Compliance shall be on the installing companies letterhead with the project name and address clearly indicated along with the fire protection system installed. The installer shall print their name and sign this Statement of Compliance.

# FIRE ALARM SUBMITTAL REQUIREMENTS

All fire alarm system plan submittals must include the following lists of information and must be submitted to and approved by the Columbus County Fire Marshals Office prior to any installation per section 901.2 of the North Carolina Fire Prevention Code and the Columbus County Fire Marshal's Office:

1. Submit **Two** sets of plans to Columbus County Fire Marshals Office
2. Provide a cover letter with the following information:
  - a. Project name and complete project address
  - b. Installation Company name and address
  - c. Contact name, Phone number, and Fax number
  - d. Columbus County Building Permit Number (if applicable)
3. **FIRE ALARM PLANS MUST HAVE A PROFESSIONAL ENGINEERS SEAL**  
**For all new systems, modifications to existing, or replacement of system**  
**G.S89C. NOTE:** Professional Engineer – A person, who has been licensed as a professional engineer,
4. A scaled, sealed and detailed floor plan with the designer indicating the date of design. The preferable scale is 1/8 inch and the scale must be indicated on the plans. An elevation view must also be included.
5. A legend clearly identifying all device symbols (NFPA 170 symbols are preferred)
6. The locations of all the initiating and notification devices must be clearly identified along with the candela rating of all strobes and DBA of horns.
7. Details of ceiling height and construction. (Example: beams, joist, drop ceiling, per NFPA 72 section 3.3.22 and 3.3.24) and elevations as needed to clearly indicate construction features.
8. Alarm control / panel and annunciation panel location.
9. Power connection; electrical breaker controlling the alarm panel must be equipped with a breaker lock.
10. Battery and voltage drop calculations for the entire system. The total number and amperage of the batteries to be utilized must be clearly indicated.
11. Electrical wiring diagram, type and size of wire to be used.
12. Manufacturers, model numbers, and listing information for all the equipment devices, and materials to be installed including cut sheets on all equipment and devices to be installed.
13. The interface of all fire safety control functions.

