



## ***Department of Code Compliance***

***“Our Goal is a Safe Environment”***

### **Construction Document Submittal Guide**

**For**

**Commercial, Industrial and Multi-Family Residential:**

***Fire Alarm Systems***

***Automatic Fire Detection Systems***

***Supervision of Fire Sprinkler Systems***

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## Manheim Township Department of Code Compliance

### POLICY STATEMENTS CONCERNING FIRE PROTECTION SIGNALING SYSTEMS AND AUTOMATIC FIRE DETECTION SYSTEMS INSTALLED WITHIN MANHEIM TOWNSHIP

1. "Before *any* fire alarm, detection or fire suppression system is installed, enlarged or extended, a permit *shall* be secured from the Building Code Official." "Plans and specifications shall be reviewed prior to the issuance of the building permit."  
***Authority Fire Code, Section F-501.2***
2. "All fire protection systems shall be designed and installed in accordance with the requirements of this code and the building code listed in Chapter 44."  
***Authority Fire Code, Section F-901.4***
3. "All fire protection systems shall be tested in accordance with the requirements of this code and with the building code listed in appendix A. The tests shall be conducted by the *owner* or an authorized representative and in the presence of the code official. All tests required by this code and the standards listed in this code shall be conducted at the expense of the *owner* or the *owner's* representative."  
***Authority Fire Code, Section F-901.5***
4. "Dedicated smoke control systems shall be inspected and operated at six-month intervals. All other fire and/or life safety devices, including emergency generators and any other special fire safety equipment shall be tested at 12-month intervals as a minimum."  
***Authority Fire Code, Section F-909.20***
5. "A complete written record of all tests and inspections required under this article shall be maintained on the premises by the *owner* or occupant in charge of said premises. Accurate logs shall be maintained indicating the number, location and type of device tested. Any defect, modification or repair shall be logged, and the log shall be available to the code official."  
***Authority Fire Code, Section F-901.6***
6. "The code official shall not be held responsible for any damages incurred during any test required under the provisions of this article. When the presence of the code official is required for a test, the code official shall be notified no less than 48 hours before said test is made."  
***Authority Fire Code, Section F-106***

This policy applies to all systems whether they are required systems or not. As the authority having jurisdiction we will not waive major criteria found in the applicable NFPA standards. The codes and standards utilized provide for minimum standards. Equipment and designs, which do not meet minimum standards, shall be considered substandard.

Any deviation from a listed standard must be requested in writing and is subject to approval by the Director of Code Compliance.

## **SUBMITTAL PROCEDURE**

1. The fee for Commercial Fire Alarm Systems is \$200.00 + \$4.00 UCC Mandated Education Fee. The fee for Commercial Fire Sprinkler Systems is \$300.00 + \$4.00 UCC Mandated Education Fee. This applies to existing structures and new construction, which are not included in the original building permit application. The fee must accompany the application.
2. Two (2) sets of construction documents must be submitted for review. All plans shall be dimensioned. Two sets will be returned to the applicant upon permit issuance. (Note: Submittals that are for required systems shall be signed and sealed by a NICET level III or IV, or a professional engineer licensed in Pennsylvania.)
3. Riser diagrams and floor plans must accompany the submittal. Zone layouts must be clearly indicated. Battery calculation sheets must be submitted, which clearly show 24-hour standby calculations and five-minute alarm power calculations.
4. Catalog "cuts" or manufacturer's information must be submitted which shows the devices and equipment to be installed to be UL listed. Listed spacing of devices, if applicable, must be indicated.
5. Fire alarm control panels must bear the UL protective services label (for commercial fire use). DACT's installed within commercial facilities shall be connected to two (2) separate phone lines.
6. All new required systems or existing required systems being modified shall be certified by UL or FM.
7. "Certificate of Completion" forms must be completed and presented to the Township code official at the time of the final test.
8. Trouble signals and supervisory signals shall be reported to the alarm company or property owner – not to the Manheim Township Police Department.
9. Lock boxes must be installed prior to scheduling a final inspection of either a newly installed or altered system.
10. Final acceptance tests must be conducted with a Township Inspector present. 48-hour notice must be given for scheduling inspection(s). The necessary keys for the lock box must be made available at the final acceptance test. The Code Official will secure said keys within the lock box at that time.
11. The fire alarm contractor shall provide at least one representative for small-scale final acceptance tests and two representatives for large-scale commercial projects.

*Please call Code Compliance at 569-6406, ext. 6 if you have any questions.*

## TO BE COMPLETED BY APPLICANT



Project \_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*Subdivision*

Architect/Engineer \_\_\_\_\_

Contractor \_\_\_\_\_  
*Name Address Phone #*

Sub-contractor \_\_\_\_\_  
*Name Address Phone #*

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and agree to conform to all Manheim Township zoning ordinances, and applicable IBC Code and NFPA requirements, as adopted or referenced by Manheim Township.

Submittal by:

\_\_\_\_\_  
*Permit Applicant Name & Name of Company*

\_\_\_\_\_  
*Address*

\_\_\_\_\_ *Phone #* \_\_\_\_\_ *Date*

General description of the fire alarm system, including basic components. Type of system, for example – automatic fire detection system, fire alarm system, supervision of automatic fire sprinkler system by central station., etc.

**Provide a clear description of the system ground here: Size and type of grounding electrode conductor and point of attachment, i.e. Cold Water Pipe.**

**Provide battery calculations for 24-hour standby and 5 minute alarm power:**

System Power Supplies

a. Fire Alarm Control Panel: Normal Voltage: \_\_\_\_\_ Amps: \_\_\_\_\_

Overcurrent Protection: Type \_\_\_\_\_ Amps: \_\_\_\_\_

Location of Fire Alarm Control Panel: \_\_\_\_\_

b. Secondary (Standby):

\_\_\_\_\_ Storage Battery: Amp Hr. Rating \_\_\_\_\_

Calculated capacity to operate system, in hours: \_\_\_\_\_ 24, \_\_\_\_\_ 60

\_\_\_\_\_ Engine-driven generator dedicated to fire alarm system:

c. Emergency or Standby System used as backup to Primary Power Supply, instead of using a Secondary Power Supply:

\_\_\_\_\_ Emergency System described in NFPA 70, Article 702, which also meets the performance requirements of Article 700 or 701.

**Provide a clear description of the type and number of batteries to be installed here; type of charging unit.**

Location of Lock boxes must be shown on plans.

Remove this page and insert a manufacturer's  
information sheet on the  
**Fire Alarm Control Panel**  
to be installed:

Include any special listing information  
for installation or operation

Local zones and zones transmitted to the central  
station are subject to approval by the Code Official

*Alarm Verification* required  
Panel must be listed for Commercial Fire.

Remove this page and insert manufacturer's information sheet on **remote annunciator (s)** connected to the fire alarm control panel.

Remote annunciator panels shall be required as determined by the Code Official and the responsible Fire Chief of the fire district.

Remove this page and insert manufacturer's information on **smoke detectors and duct detectors** to be installed with the listed spacing. Specify model number of device(s) to be used.

All devices must be installed according to **NFPA 72-2002**

All devices must be tested according to the manufacturer's installation guidelines.

Alarm Verification required.

Smoke detectors shall be installed in all areas where required by the appropriate NFPA standard or the authority having jurisdiction.

This page to remain if smoke detectors are **not** be installed.

Remove this page and insert manufacturer's information on **heat detectors** to be installed With the listed spacing. Specify the model number of the device(s) to be used.

All devices must be installed according to **NFPA 72-2002**

All devices must be tested according to the manufacturer's installation guidelines.

Heat detectors shall be installed in all areas where required by the appropriate NFPA standard or the authority having jurisdiction.

This page to remain if heat detectors are **not** to be installed.

Remove this page and insert  
manufacturer's information on  
**alarm notification appliances**  
for fire alarm systems

All alarm notification appliances shall be installed  
in accordance with NFPA 72-2002 and 2006  
International Building Code (IBC) Section 907.9

Remove this page and insert  
manufacturer's information sheet  
on **manual fire alarm boxes** here  
if they are to be installed.

This page to remain if manual  
fire alarm boxes are not to be used.

Remove this page and insert  
manufacturer's Information on all  
**fire sprinkler system alarm and supervisory  
devices** to be installed.

Indicate location of all devices on plans.  
sprinkler waterflow alarm switches,  
sprinkler control valve tampers (pit and aboveground),  
& low air pressure for dry pipe sprinkler.

Fire Pumps are required to be supervised in  
accordance with NFPA 20-2003 and 72-2002

This page to remain if fire sprinkler  
system supervisory devices are  
**not** to be installed.

Insert copy of **monitoring agreement**  
with the approved UL or FM Central  
Station signed by the responsible parties  
(subscriber and central station)

All account information  
must be submitted for approval.

Owner/occupant must be capable of responding  
to premise within 30 minutes of a fire alarm

The owner does not permit verification of fire  
alarm incident

24-hour test reporting is required  
Phone line supervision is required

Central Stations and Propriety Supervisory  
Stations are subject to  
approval by the Director of Code Compliance.

**Two (2) copies of the floor plan accurately dimensioned must be submitted. All initiating devices, alarm notification appliances, fire alarm control panel including annunciators, and lock box locations must be clearly indicated on the floor plans.**

**NOTE:** Ceiling heights from finished floors and any corresponding reduction in spacing to comply with NFPA 72

Indicate the type of ceiling surface(s); i.e., beam, girders, solid joist construction, smooth ceiling, sloped, peaked.

**Attach Two (2) complete sets of installation documents  
(Plans and Specifications)**

Insert copy of  
**inspection, testing and maintenance contract**  
as required  
by NFPA 72-2002 and the 2006 International  
Building Code (IBC)

Owner must sign contract  
and submit at final  
acceptance test.

# CODE COMPLIANCE SUBMITTAL REVIEW CHECKLIST

Building Permit # \_\_\_\_\_

Project Address \_\_\_\_\_

- NFPA 72, Chapters 6 and 8 - (Central Station Service or Proprietary Station)
- Licensed "Fire Alarm Contractor"
- Central station "Monitoring Agreement" signed by subscriber
- Manufacturer's information sheets for all devices & equipment:
  - Fire alarm control panel
  - Alarm verification
  - Smoke detectors - Spot-type or Projected Beam
  - Duct detectors
  - Heat detectors
  - Manual fire alarm boxes
  - Alarm notification appliances
  - Wiring type
- Fire Sprinkler supervision – flow, control valve tamper, & low air devices
- Fire Pump supervision – pump running, power failure & phase reversal
- Elevator recall
- System grounding
- Battery calculations
- Riser & Point to Point wiring diagrams
- Floor plans with ceiling construction type(s), & ceiling heights
- Location of annunciator panels
- Zone description(s) – local & transmitted to central station
- Supra* Lock Box - location & supervisory circuit
- NFPA 72 Chapter 10 - Inspection, Testing & Maintenance contracts
- Final Acceptance Test & Certificate of Compliance

Date of Review: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

\_\_\_\_\_  
*Code Official Signature*

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_