



# COMMERCIAL (IBC) FIRE ALARM SUBMITTAL GUIDE

- ❑ **SUPERVISION OF AUTOMATIC FIRE SPRINKLER SYSTEMS**
  
- ❑ **SUPERVISION OF ALTERNATIVE AUTOMATIC FIRE-EXTINGUISHING SYSTEMS**
  
- ❑ **FIRE ALARM AND DETECTION SYSTEMS**

The Fire Alarm Ordinance of Manheim Township 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.

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# MANHEIM TOWNSHIP DEPARTMENT OF CODE COMPLIANCE

## FIRE ALARM ORDINANCE OF MANHEIM TOWNSHIP

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

- APPLICABILITY. Certification of Systems:** All newly installed required fire alarm systems shall be certificated by UL, FM or other recognized NRTL as required in the National Fire Alarm Code also known as National Fire Protection Association, NFPA 72 referenced herein.
- NEW SYSTEMS.** Fire alarm systems for new buildings or other structures shall be installed as provided in the building, fire and other applicable codes in effect in Manheim Township. Permits shall be applied for & obtained as provided in this ordinance.
- EXISTING SYSTEMS. Additions or Alterations to or Rehabilitation of Structures:** Enclosed additions or interior alterations to, change in use of, or major rehabilitation of any building shall require that existing fire alarm systems shall conform to the requirements for new fire alarm systems as described herein.
- DUTIES AND POWERS OF CODE OFFICIALS AND FIRE OFFICERS. Inspections:** The Director of Code Compliance or a Code Official shall make all required inspections of premises to enforce compliance with the provisions of this ordinance. Inspections shall include, but are not limited to, a final acceptance test.
- DUTIES AND POWERS OF CODE OFFICIALS AND FIRE OFFICERS. Application and Permits:** The Department of Code Compliance shall receive applications, plans, specifications, monitoring/ supervisory information, permit fees and shall issue permits for the installation of, additions, extensions or alterations to fire alarm systems. A Code Official shall inspect the premises for which such permits have been issued and enforce compliance with the provisions of this ordinance.
- APPLICATION FOR PERMIT. When a Permit is Required:** It shall be unlawful to alter or add to existing fire alarm systems or to install a fire alarm system or related components of a fire alarm system for which provisions are made or the installation of which is regulated by this ordinance, without first filing the appropriate application, paying the applicable fee, and submitting the required design information with the Department of Code Compliance in writing and obtaining the required permit/written approval.
- FIRE ALARM CONTRACTORS LISTED FOR CENTRAL STATION SERVICE:** Fire alarm contractors shall be listed by an established and nationally recognized organization (such as UL, FM or other approved NRTL), which approves the qualifications of fire alarm service contractors for **Central Station Service.** (Exception – Installations in 1 & 2 Family Dwellings Only)

## SUBMITTAL & INSPECTION PROCEDURES

**Submit the following information for review and approval. System installations are not to start until a Code Official has reviewed and approved the submittal. All work is subject to field inspection and approval.**

- For standalone projects submit applicable permit fee for proposed Fire Alarm Systems + UCC Mandated Education Fee. If a proposed fire alarm system is associated with a larger project being constructed under a valid building permit, no additional permit fees beyond the building permit fee are due. Fees are based on current fee resolution. This applies to existing structures and new construction, which are not included in the original building permit application.
- Submit valid UL Central Station UUFX Certificate(s) of Compliance or FM 3011 Central Station Certificate(s) of Compliance legitimizing **Central Station Service**. All fire alarm contractors shall be at least one (1) of the following. Check the applicable box for this project and provide the noted UL, FM or other NRTL Certificate(s) for all companies.
  - Listed Central Station will provide all six (6) elements of Central Station Service (1)Installation, (2)Testing/Maintenance, (3)Runner Service, (4)Monitoring of Signals, (5) Retransmission of Signals, and (6) Record Keeping. *UL UUFX/FM 3011 Certificates needed for runner service with maximum 2-hour service distance*
  - Listed Central Station will provide the three (3) elements at the supervising station and subcontract one or more of the three (3) elements at the protected premises. Provide valid UL UUFX or FM 3011 Certificates for ALL fire alarm companies. *UL UUFX/FM 3011 Certificates needed for runner service with maximum 2-hour service distance*
  - Listed Fire Alarm Service – Local Company will provide Installation, Testing and Maintenance at the protected premises and subcontract the supervising duties to a listed Central Station. Provide valid UL UUFX or FM 3011 Certificates for all fire alarm companies. *UL UUFX/FM 3011 Certificates needed for runner service with maximum 2-hour service distance*
- Submit current Certificate(s) of Insurance listing both Worker’s Compensation and Liability Insurance with Manheim Township Code Compliance, 1840 Municipal Drive, Lancaster PA 17601 listed as the Certificate Holder
- Two (2) sets of construction documents must be submitted for review. All plans shall be dimensioned or to scale. One (1) set of construction documents will be returned to the applicant upon permit issuance/approval. **(Note: Submittals for required systems shall be signed and sealed by a NICET level III or IV, or a professional engineer licensed in Pennsylvania.)**
- 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.
- 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 must be indicated.

## SUBMITTAL & INSPECTION PROCEDURES (Cont.)

**Submit the following information for review and approval. System installations are not to start until a Code Official has reviewed and approved the submittal. All work is subject to field inspection and approval.**

- Fire alarm control panels must bear the UL protective services label (for commercial fire use). DACT's installed within commercial facilities shall communicate per NFPA 72. Communication methods must be detailed as part of the plan submittal.
- All new or existing required systems being modified shall be certified by UL, FM or other approved NRTL.
- Trouble signals and supervisory signals shall be transmitted to a central fire alarm station, not to the Manheim Township Police Department or Manheim Township Fire Rescue.
- Lock boxes must be installed prior to scheduling a final inspection of either a newly installed or altered system.
- 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.
- The fire alarm contractor, (and central station monitoring contractor if different), shall be present for all final acceptance testing.
- Prior to Manheim Township witnessing the final acceptance test, the system shall be tested 100% by the fire alarm contractor.
- "Record of Completion" forms must be completed and presented to the Township code official at the time of the final test.
- Upon completion of a required fire alarm system, submit a copy of the UL, FM or other NRTL System Certification, a copy of the test signals received by the central station, a copy of the Central Station monitoring contract (if applicable), and a copy of an Inspection, Testing and Maintenance contract (if applicable).

# TO BE COMPLETED BY PERMIT 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 Contact Name*

\_\_\_\_\_  
*Name of Company*

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

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

Provide a 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:

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.**

# CODE COMPLIANCE SUBMITTAL REVIEW CHECKLIST

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

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

- NFPA 72 Central Station Service
- Central station "Monitoring Agreement" signed by subscriber
- Manufacturer's information sheets for all devices & equipment:
  - Fire alarm control panel
  - Smoke detectors - Spot-type or Projected Beam
  - Duct detectors
  - Heat detectors
  - C/O 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 Inspection, Testing & Maintenance contracts
- Final Acceptance Test & Certificate of Compliance

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

Date of Approval: \_\_\_\_\_  
*Code Official Signature*

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