



**AUTOMATIC FIRE ALARM PERMIT APPLICATION**

**PERMIT FEE \$53.55**

**(Permits are valid for one (1) year from date of issue.)**

**Date:** \_\_\_\_\_

**Installation Address:** \_\_\_\_\_

(Street Address and Apartment or Suite Number)

Ames, IA \_\_\_\_\_

(City, State, Zip Code)

- Building Use:  Assembly     Office (B)     Residential  
 Warehouse     Institutional     Educational (E)  
 Other     High-Rise

**Property Owner of Record:** \_\_\_\_\_

(Name)

\_\_\_\_\_  
(Street Address and Apartment or Suite Number)

\_\_\_\_\_  
(City, State, Zip Code)

**Fire Alarm Contractor Information:** \_\_\_\_\_

(Company Name)

\_\_\_\_\_  
(Company Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Company E-Mail)

The applicant or authorized agent affirms by signing that all information contained herein is true and correct to the best of his/her knowledge. By signing, they certify that they are appropriately trained and qualified for the scope of work proposed. It is understood that if any information is found to be incorrect or falsely stated that any permits granted from this application are immediately null and void. By signing, it is agreed that all City of Ames Codes shall be complied with. Additionally, it is understood that any alteration or change in plans without written approval subsequent to issuance of the permit shall constitute grounds for revocation and that all work is subject to field inspections by agents of the City of Ames.

Separate permits are required for building, electrical, plumbing, and/or mechanical work. The applicant is responsible for calling to schedule all required inspections. Calls for inspection require a minimum of twenty-four (24) hours notice.

**X**

\_\_\_\_\_  
(Signature of Applicant or Authorized Agent)

\_\_\_\_\_  
(Date)

**Fire Alarm system Details:**

- New Construction    Retrofit    Alteration

*(Alterations include replacing the FACP or communicator, or adding additional devices. Replacement of devices shall not require a permit or inspections.)*

Fire Alarm Devices	A/V Units	Egress Control Devices	Electric Strikes	Fire Shutters	Hold open Devices	Manual Pull Station	Smoke Heat Detectors	Sprinkler Flow Alarm	Sprinkler Tamper Devices
# of Devices									

Mechanical Devices	Smoke Control System	Duct detectors	Smoke Dampers	Hood/Suppression Alarm	Clean Agent/Suppression Alarm	Other
# of Devices						

Description of work:

**Plan Submittal Package Checklist:**

Commercial and Residential Fire Alarm Shop drawings are required at the time of application submittal and must include, at a minimum, the information listed below:

- A floor plan that indicates the use of all rooms.
- Locations of alarm-initiating devices.
- Locations of alarm notification appliances, including candela ratings for visible alarm notification appliances.
- Location of fire alarm control unit, transponders and notification power supplies.
- Annunciators.
- Power connection.
- Battery calculations.
- Conductor type and sizes.
- Voltage drop calculations.
- Manufacturers' data sheets indicating model numbers and listing information for equipment, devices and materials.
- Details of ceiling height and construction.
- The interface of fire safety control functions.
- Classification of the supervising station.
- Information indicating monitoring method and monitoring agency.
- Knox Box location.
- Designer qualifications (Copy of NICET IV certificate or stamped plans and documents.)

**Acceptance Test Checklist:**

The contractor shall verify completion of the following items prior to scheduling the final inspection.

- All equipment, devices, etc. have been installed per the submitted prints. Any deviations must be approved before acceptance testing and shall be noted on the as-built drawings that will be provided to the inspector.
- 100% pre-test has been completed and documented by the contractor.
- Any mechanical/electrical systems have been reviewed and approved by the Inspections Department.
- Contractor has proper documentation indicating adequate training and qualifications to install the selected system, permit, stamped drawings, system manuals, and needed testing equipment.
- Provide a Record of Completion attesting to proper installation, with a copy to the owner and the inspector.

A copy of the submittal package and record of completion shall be placed in a tube or binder marked "Fire Alarm Plans – Do Not Remove From Site". The tube or binder shall be installed at the Fire Alarm panel.

Submit plans to:                      Ames Fire Department  
    Fire Inspector  
    515 Clark Avenue  
    Ames, IA 50010

Approved by \_\_\_\_\_ Permit # \_\_\_\_\_