



City of Ketchum
Fire Department

OFFICIAL USE ONLY
Date Received
Assigned Permit No.
Required System: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reviewed By:
Date:

FIRE ALARM INSTALLATION PERMIT APPLICATION

Completed forms can be submitted via email to melle@ketchumfire.org or by mail or hand delivery to Ketchum Fire Department, P.O. Box 966, 480 East. Ave., N., Ketchum, ID 83340. If you have questions, please contact Chief of Fire and EMS Mike Elle at (208) 726-7805.

TYPE OF SYSTEM	
<input type="checkbox"/> Installation in New Building Under Construction	<input type="checkbox"/> Installation in Addition to Existing Building
<input type="checkbox"/> Installation in Existing Building	<input type="checkbox"/> Alteration to Existing System
<input type="checkbox"/> Repair or Replace Existing System	
PROJECT INFORMATION	
Project Name:	
Physical Address of Alarm System Installation:	
Occupant:	Phone:
Property Owner:	Phone:
Address:	
ALARM SYSTEM CONTRACTOR	
Contractor Name:	Phone:
Address:	
Project Manager:	
All applicable information outlined below must be received with this application prior to plan review.	
TYPE OF SYSTEM	
It is the responsibility of the designer/installer of record to assure that all applicable code requirements are adhered to. The current adopted editions of the International Fire Code (IFC), International Building Code (IBC) and associated National Fire Protection Association Standards shall be the primary, but not all inclusive, resource documents. To install or alter any type of monitored fire alarm system in a building regulated by the International Fire Code and located within the jurisdiction of the Ketchum Fire Department, the installing contractor shall obtain a Fire Alarm Installation Permit from the Ketchum Fire Department. No installation work shall be performed until plans are reviewed and approved. The permit application shall be submitted with the following information or supporting documents as follows:	
NOTE: Alarm systems are not allowed to automatically dial any city or county dispatch center without written permission.	
FIRE ALARM SYSTEM DRAWINGS	
Submit two complete sets of fire alarm drawings and one set in PDF format.	
<input type="checkbox"/> Scaled drawings; minimum 1/8" = 1 foot scale	
<input type="checkbox"/> All symbols utilized shall be indicated in a complete legend positioned on the drawings	
<input type="checkbox"/> Drawings shall include; all zones, notification circuits, auxiliary circuits, circuit designation and central station connect methods	
<input type="checkbox"/> Two complete sets of fire alarm drawings. One set will be retained for Fire Department records, and one set will be returned to the contractor	
<input type="checkbox"/> Ceiling heights shown	<input type="checkbox"/> Ceiling construction type shown
<input type="checkbox"/> Ceiling slopes identified	<input type="checkbox"/> Heating, lighting, obstructions noted

SPECIFICATION SHEET

- Cut-sheets highlighted to identify the specific equipment to be installed
- FACP and/or Annunciator (type, listing, method for preventing unauthorized use)
- DACT, communicator devices (type, listing, location) Batteries (type, voltage, ampere-hour rating)
- Smoke detector (type, configuration, spacing) Heat detector (type, configuration, spacing)
- Shunt trip heat detector (type, rating, spacing)
- Detection or initiating device used in conjunction with a sprinkler head or shunt device
- Audible appliances (type, rating, power taps) Visual appliance (type, coverage)
- Protective covers (type, attenuation) Water flow device (type, configuration)
- Supervisory device (type, configuration) Sequence of operation, matrix configuration
- Class and style of initiating device circuits Class and style of signaling line circuits
- Class and style of notification appliance circuits

CALCULATIONS

- Battery calculations Wire size Voltage drops

DOCUMENTATION

- Supervising station name or remote station
- Written copy of dispatch information that will be provided to the monitoring station:
Property name, address, building/unit #
Emergency contact numbers for the property
All emergency contact numbers for alarm notification to the Ketchum Fire Department shall be made through the Blaine County Dispatch Center (208) 726-8271.
- Zone identification
- Zone address verbiage
- Alarm signals programmed to be transmitted (i.e.; alarm trouble, supervisory, restore, etc.)
- Measured or estimated ambient sound levels used
(Alarm signal devices shall produce a sound in the room that exceeds the Average Ambient Sound Level Table A-6-3.2 in the National Fire Alarm Code (NFPA Standard 72) by 15 decibels minimum or 5 decibels above a maximum sound lasting 60 seconds or greater. The fire alarm signal shall not exceed 120 decibels for any occupied area)
- Design parameters and values if Appendix B calculations were used
- All deviations(s) from the adopted Code(s), Standard(s) and/or Amendment(s) requested by the building owner shall be submitted in writing and approved

PLANS ON SITE

Stamped set of plans approved by the Ketchum Fire Department shall be available on-site at all times.

INSPECTION REQUIREMENTS

FINAL ACCEPTANCE TEST: At the stage when the contractor has completed and tested the entire alarm system and provided all the information as described above, and the building is structurally complete including painting and flooring, a final inspection and test of the alarm system may be scheduled with the Ketchum Fire Department. Minimum advance notice of 48 hours is required and 72 hours is highly recommended.

RECORD OF COMPLETION

A record of completion that complies with NFPA 72 Section 10.18 and Figure 10.18.2.1.1 shall be prepared and submitted to the Ketchum Fire Department upon successful completion of final operational acceptance testing of the entire fire alarm system. *Failure to comply with the requirements of the fire code could result in additional fees. Falsification of a public document is punishable under the International Fire Code and local ordinances. This can include the following acts and/or omissions: failure to test system properly, failure to give all required information, failure of installer to sign form, etc. The penalty for such offense is a misdemeanor and is punishable with a maximum penalty of \$300 fine and/or six months in jail.*

"AS BUILTS"

At the time of final operational inspection and testing, submit "as built" drawings if any changes occurred from the original approved plans along with all certification papers to the Ketchum Fire Department.

FEES

Plan Check	\$40.00/hr (1 hour minimum)	Inspection/Testing.....	\$40.00/hr (door to door)
External Plan Review	Rate as Charged by FPE		