



WESTMINSTER FIRE DEPARTMENT

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FIRE PREVENTION BUREAU

Jim Gagliano, Fire Marshal

Fire Alarm Plan Review Submittal Requirements

KEY PERSONNEL			
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Please contact Kelly Ehredt if you need administrative help with our fire permit process or questions about the status of a fire permit kehredt@westminsterco.gov or 303-658-4511.

The City of Westminster Fire Department has adopted the 2021 edition of the International Fire Code (IFC) with local amendments, and the 2019 edition of NFPA 72.

1. New systems and modifications to existing systems shall comply with design standards and shall conform to requirements specified.
2. The typical time for a first-time review for a project is up to (4) four weeks. Submittals should be made with this expectation. A re-submittal review can take up to (2) two weeks.
3. Drawing files must be flattened by reviewer after markups/comments are made. If file cannot be flattened the review will not be completed until a copy is uploaded to the permit that can be flattened.
4. We do accept expedited review requests based on current workloads. An expedited review is typically a 48-hour turn around Monday – Friday. The fee for an expedited review is two times the original plan review fee. Please email any expedite review requests to fireinspections@westminsterco.gov.

5. We do accept scope of work letters if they meet certain criteria. Please see the scope of work letter criteria for fire alarm systems at the end of this document.
6. Fire alarm plans are required to be reviewed and sealed by at least a NICET III-Fire Alarm Engineering Technician, or a Professional Engineer registered in the State of Colorado in a related field.
7. Fire alarm plans shall contain all relevant items from the 2019 edition of NFPA 72, Chapter 7.
8. Fire alarm plans should have all related product data sheets for all components for the system that is being installed.
9. A completed record of completion shall be uploaded to the permit prior to the request for final inspection.
10. Fire alarm plans shall include line and riser diagrams for all devices, notification circuits, auxiliary circuits, initiating circuits, circuit designation, and central station connection.
11. Device addresses shall be listed on the drawings and one line diagram for addressable systems.
12. All symbols utilized shall be indicated in a complete legend positioned on the drawings utilizing NFPA 170 symbols. Only symbols pertinent to the submitted plans should be included.
13. Ceiling height shall be identified on the drawings.
14. Ceiling construction (flat, sloped, smooth, etc.) shall be identified on the plans.
15. New fire alarm installations shall include a documentation cabinet next to the FACP.
16. Fire alarm communicators shall be capable of transmitting addressable device information to the central monitoring station.
17. A sign identifying the location of the FACP shall have white letters on a red background with a minimum of 4-inch-tall letters with a 1/2-inch stroke in block font in locations determined by the fire department. See the example in this document.

18. All pertinent information shall be highlighted on the product data sheets, including model number and current draw, this list is not all inclusive:
 - a. FACP
 - b. Batteries
 - c. Smoke detector
 - d. Heat detector
 - e. Shunt trip heat detector
 - f. Manual pull station
 - g. Audible appliance
 - h. Visual appliance
 - i. Protective covers
 - j. Water flow device
 - k. Supervisory device
 - l. Synchronization module

19. Alarm temporal pattern shall be keyed to one half second “on” and one second “off” for three cycles. Alarm signals are repeated for the duration of the fire alarm activation.

20. Lump sum formula is preferred for the voltage drop calculations.

21. Include wire type, size, and resistance value in plans.

22. Include UL listed supervising station name or remote station.

23. A graphic map with initiating devices, Knox box, locations shall be placed next to the FACP and remote FACP. A drawing of the graphic map shall be included in the plans.

Fire Inspection Procedures

1. Inspection requests can be made up to 4:00 PM the day before an inspection is to take place through the ETRAKIT system. The ETRAKIT system will allow you to schedule on the next available day.

2. The City of Westminster electrical inspector will perform rough wiring inspections for fire alarm systems. Schedule these inspections through ETRAKIT for standalone alarm projects or have the general contractor request the rough fire alarm wiring inspection

together with the overhead electrical inspection under the building permit.

3. A final fire alarm inspection will be conducted by a City of Westminster Fire Department Inspector and should be requested through the ETRAKIT system under the original fire alarm permit.
4. You will be called on the morning of the requested inspection and given either an inspection time window or an exact inspection time.

Fire Alarm Scope of Work Letter Requirements

To provide a more streamlined plan review process, the Westminster Fire Department will allow a scope of work letter in place of full shop drawings for modifications to existing fire alarm systems that meet the criteria noted below in full. It is the responsibility of the submitting contractor to review the following information.

A scope of work letter is encouraged to be used for the replacement of any communicator (dialer swap) as well as modification or replacement of a fire alarm control panel (FACP), so long as no other system modifications are being completed. All modifications must be “like for like” to be eligible for a scope of work submission.

To be eligible for a scope of work submission, ALL the following criteria must be met in full:

- The scope of work must not include the relocation or modification of more than ten (10) notification or initiating devices.
- The scope of work cannot include Group E or Group H occupancies.
- The scope of work cannot impact secondary power demands of the system.
- The Scope of work cannot provide for a smoke control system or stair pressurization system.
- The designer shall attest to verify that all new components are compatible with existing components.
- An updated graphic map shall be provided where applicable.

All scope of work letters are required to be reviewed, stamped and signed by a NICET III-Fire Alarm Layout or a Professional Engineer (PE) registered in the State of Colorado. In addition, all scope of work letters are required to include the following.

1. A written description of the proposed work on the fire alarm contractor's company letterhead.
 - The letter must include the number of notification devices impacted, number of initiating devices impacted, communication modifications, and FACP modifications.
 - Indication that the system will be 100% function tested prior to requesting a final inspection.
 - Indication that a NFPA 72 Certificate of Completion will be provided at the time of final inspection.
 - Indication that an upgraded graphic map will be provided for any new initiating devices or functions.
2. All equipment sheets for newly installed equipment must be submitted in PDF format, with the specific make and models, and power demand (if applicable) specifications CLEARLY HIGHLIGHTED.
3. Any additional clarifying information that may be beneficial to the reviewer such as schematic drawings, etc.

The scope of work description needs to be as specific as possible and meet the requirements of the 2021 International Fire Code as amended by the City of Westminster. The statement must cover the full scope of work relevant to the permit. Incomplete descriptions or a vague scope of work WILL NOT be accepted. Any associated circuit modifications must be included, as well as any equipment that is added, relocated, or removed, such as type of notification devices, type of initiating devices, power supplies, annunciators, or modules. The Westminster Fire Department has the right to require a full submittal at any point during the review process if it is deemed necessary due to insufficient scope of work submittal.