



Benicia Fire Department – Fire Prevention Policies

Subject: FIRE ALARM SUBMITTAL FOR CONTRACTORS

Section: Policies

Effective Date: April 2, 2009

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Revised Date: July 1, 2015

The Benicia Fire Department developed this policy pursuant to Chapter 1, Section 101 of the California Fire Code as adopted by Resolution 10-04. It is intended that this policy be used as a guide for establishing criteria in which, contractors use when applying for fire alarm permits.

1. **Fire Alarm plan check** in the City of Benicia Fire Department requires that three (3) **sets of plans and two (2) sets of documents** (listed in this section) be submitted to the Building Department. The required supporting **documents, if dated, must be current.**
 - A. A completely filled out NFPA 72© “**Record of Completion**”.
 - B. For those systems in which Central Station Service is to be provided through the issuance of a UL Certificate, the following shall be provided:
 - (1) The Underwriters Laboratories (UL) **Fire Alarm System Description Worksheet**” (UL Form #CS-ASD-FAS) completely filled-out. The original copy will be returned with the approved set of plans.
 - (2) The “UL’s Alarm System Certificate Request” (UL Form #CS-R2): Completely filled out and signed by all parties. The original copy will be returned with the approved set of plans.
 - C. For those systems in which Central Station Service is to be provided through the issuance of a FM Placard, the following shall be provided;
 - (1) Notice that a FM Placard will be issued.
 - D. **The manufacturer’s cut sheets**, which include the product description, required and recommended installation instructions and testing method for each component of the Fire Alarm System including any cable assemblies.
 - E. The Office of the State Fire Marshal (CSFM) **Listing Service Form** for each component of the system. The listing must be current and the expiration date must exceed the submittal date.
 - F. **Installation and monitoring shall be UL Certificated or FM Listed.**
 - G. **The Factory Mutual (FM) “Certificate of Compliance”** for FM installations or if monitoring will be listed with FM (Forms FMRC CS Cert).
 - (1) Fire Alarm Service – Local Company (installation, testing, maintenance and runner service).
 - (2) Central Station Company (monitoring only)
 - H. The “**UL Certificate of Compliance**” (Form CS-CC) for the monitoring station as listed with UL as a Central Station. Listing category (UUFX) for Protective Signaling Services – Central Station.
 - I. The “**UL Certificate of Compliance**” for the installer if the Company is listed with UL as an installer listing category (UUJS) for Protective Signaling Services – Local, Auxiliary, Remote Station and Proprietary.
 - J. An **8 ½” x 11” zone map** to include the following information: a floor plan of each floor, a site plan, the reset instructions, the reset code (4275), the



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address of the protected premises, a 24-hour service and monitoring phone number, location and the zone designation of each appliance, the north indicator and the location of the street.

- K. A copy of the **signed contract** for the installation, monitoring, maintenance, testing and runner service. The contract must be valid for a minimum of one year and signed by both parties. City of Benicia to be included on the agreement as an authorized user with the authority to require service, testing or repairs of the system. City of Benicia pass code to be “4275”.
2. Each set of **plans must contain the following information:**
- A. **Contractor’s Business Information** - - Name, address, license class, number and telephone number.
 - B. **The scope of the work** (A statement on the plans clearly describing the proposed work).
 - C. **References to the applicable codes:** NFPA 72, (as currently adopted by the State of California); California Building, Electrical & Fire Codes current Edition; CA Fire Code Standards, Chapter 45, City of Benicia Municipal Code Chapter 8.28 and this Fire Alarm Policy.
 - D. **A sequence of operation chart** – Describing the type of signal for each initiating device and indicating the final destination of the signal, such as Fire Dept., C.S. or local signal.
 - E. **Stand-by current calculations** (battery calculations).
 - F. **Building/Project information**, such as building construction type, occupancy(s) and sq. ft.
 - G. **A single line diagram; A point-to-point diagram; Floor plan and site plan** (show location of all fire alarm devices)
 - H. **A zone legend**, listing each zone and the type of device.
 - I. **An equipment/material list** to include the number of devices, the description of the device, the manufacturer’s name and part number and CSFM listing number.
3. **Provide the following BFD notes on the plans in addition to the standard general notes:**
- A. All smoke duct detectors must be monitored for supervision only, unless the detectors are a part of a required evacuation type fire alarm.
 - B. The **Knox Box®** is not required to be monitored.
 - C. All the fire alarm “J” boxes must be painted “RED” and/or labeled “**FIRE ALARM**”.



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- D. Label batteries with the month and year of manufacture.
 - E. The access door to the F.A.C.U. room must be labeled with 3-inch letters contrasting with the background: **“F.A.C.U. INSIDE”**.
 - F. The number and location of the fire alarm system breakers must be labeled on the outside cover of the F.A.C.U. and power supply, if applicable. Breakers servicing fire alarm devices must be equipped with “Lock-outs”.
 - G. The telephone jacks must be identified with the telephone numbers as assigned.
 - H. System must not be placed in service unless written approval is obtained from City of Benicia Fire Department.
 - I. FM System installations must have the FM Placard affixed to the F.A.C.U.
 - J. UL System installations must have the Central Station Certificate mounted next to the F.A.C.U. location in a resilient cover.
 - K. UL labels must be placed on all devices that are monitored. .
 - L. The key to the FACU and other equipment is required at the time of final inspection to lock up in the Knox Box®,
 - M. A spare key, wrench, and/or (3) glass rods as needed to reset the fire alarm boxes is required at the time of final to lock up in the Knox Box®.
4. **Specific requirements for Fire Alarm System as adopted by City of Benicia.**
Please reference the City of Benicia Fire Department (CBFD) Fire Alarm Standard #D-401 (“The Standard”)
- A. **Definition for the various types of alarm** as specified in CBFD – reference the Fire Alarm Standard Section III.
 - B. **The signal’s identification** at the local annunciator and at the monitoring central station must be precise and identical. Reference the Fire Alarm Standard Section V-A.
 - C. In a **single tenant building**, in an **alarm servicing a single tenant** and in a **low, mid or high-rise building**, the annunciator must be installed in the main entrance lobby. In other buildings without a common lobby, the annunciator must be in the F.A.C.U. room, accessible to all tenants. Regardless of the annunciator location, the “zone map” complete with reset instructions must be securely mounted next to the annunciator in a resilient cover – Reference the Fire Alarm Standard Section V-A.
 - D. When it is necessary to enter a **reset code**, the code will be 4275. If additional digits are required, extra #1’s may be added to the end of the code. Reference the Fire Alarm Standard Section V-A.2.
 - E. **Duct detectors** which are not a part of an evacuation alarm, may be interconnected to the building water flow monitoring system. When the detector is not installed in a readily accessible location(s) (such as, above T-



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Bar ceiling or on the roof), a remote test/reset switch and LED indicator must be installed in a readily accessible location – Reference the Fire Alarm Standard Section VI-C.

- F. Rate of rise/fixed temperature heat detectors must be installed in lieu of a smoke detector when required by NFPA 72 for **fire alarm equipment in unattended locations**. Reference the Fire Alarm Standard Section VI-A. See Exception, Section VI-A.1
- G. **Elevator**, hoist ways and machine room detectors shall comply with the CCR Title 8 (Cal-OSHA) requirements. Reference the Fire Alarm Standard Section VI-C.4
- H. Alarm, supervisory and trouble signals in all evacuation systems of **Group “A”, “E”, “I” and “R-1” occupancies** are required to only be reset using a key or key operated switch – Reference the Fire Alarm Standard Section VI-D.
- I. Signals received at the fire alarm annunciator must have a **distinctive tone and/or visual indicator** for alarm, supervisory and trouble signals. **The description of the signal** at the annunciator must be transmitted to the Central Station verbatim – Reference the Fire Alarm Standard Section V-A.
- J. The company providing the **runner service**, which is required to be on scene in two-hours for alarms and supervisory signals, or four hours for a trouble condition.
- K. When any type of fire alarm system are installed in an **“A”, “E”, or “I” occupancy**:
 - (a) Visual signaling appliance (UUKC) must be installed in each room except for offices less than 200 sq. ft. (occupied by a non-hearing impaired person), storerooms and closets – Reference the Fire Alarm Standard Appendix 2.
 - (b) For the audibility level of notification devices – Reference the Fire Alarm Standard, Appendix 2, Section B. The requirements for a Voice evacuation alarm in A occupancies with an occupant load of 1,000 or more will be determined by the City of Benicia Fire Marshal on a case-by-case basis.
- L. **Personnel authorized to service, test and maintain fire alarm** must be “trained and competent” employees or sub-contractors of a business listed by UL for Protective Signaling Services (UUJS) or FM for Fire Alarm Service – local company. All monitored fire alarm systems must be installed by UL or FM listed contractors or their sub-contractors. The listed contractors may subcontract for the installation, runner service, maintenance and/or testing as permitted by UL or FM.



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- M. **Alarm Test and Maintenance Records:** initial acceptance and maintenance testing records shall be accessible and located in a resilient cover either attached to or adjacent to the fire alarm control unit.
5. **Plan Review Time Line** – 1st Submittal turnaround is ten (10) working days; 2nd and subsequent submittals are turned around within five (5) working days. At the time of submittal, a “Permit Worksheet” must be filled out completely by the Contractor.
 6. **Expedite Plan Check** – Request must be made in writing and approved prior to submittal of plans. Cost of expediting the plan check will be incurred for services.
 7. **Fees** – Permit and plan check fees are based on 8% of total valuation for the work.
 8. **Requirements for obtaining a fire alarm permit:**
 - A. Current City of Benicia Business License and CA State Contractor’s license.
 - B. Address of the job
 - C. Property owner information
 - D. Three sets of plans
 - E. Valuation of the job
 - F. Payment of all fees
 9. For **questions**, please call Fire and Life Safety Division (707) 746-4273, or fax questions to (707) 745-4425. Business hours are Monday through Friday 8:00 a.m. to 5:00 p.m. Voice mail and fax 24 hours.