



January 1, 2006

Dear Contractor,

In an effort to assure you that your permit application is processed in a timely manner the Fire Prevention Bureau requires that you **submit a complete submittal including payment**, by mail or in person.

While we have made available to you by website our submittal requirements and copies of our forms, **originals are needed at the time of application**. Please do not e-mail or fax any submittal documents unless you have already discussed this with someone in our office. **If you submit a partial or incomplete submittal, it will not be accepted and will be returned to you C.O.D. or discarded without exception.**

Please go to the Fire Prevention link on our website at www.erfpd.org for submittal requirements. At the bottom of this page you will find fire alarm and fire sprinkler submittal requirements along with a fee schedule. All of these documents are printable.

Please find copies of the following documents pertaining to **Fire Alarm submittals**:

- *Permit Application*
- *Acknowledgement of No Work To Be Done Before Issuance of Permit*
- *Inspection Checklist*
- *Fee schedule including re-inspect fees*

All submittals should be delivered to **Gail Lamb, Administrative Assistant** at the Eagle River Fire Protection District Fire Prevention Bureau offices located at Station 7, 351 Benchmark Road, Avon, Colorado. Submittals may also be mailed to P.O. Box 7980, Avon, Co. 81620. If you send your submittal to anyone other than Gail, your review process will be delayed. For any questions, please call Gail at **970-748-4739**, or e-mail at glamb@erfpd.org.

Every effort will be made to review, comment and issue approval on **complete** submittals within **10 working days**. More complex or special use projects may require a longer review process. Please plan your project accordingly in order to allow up to a 10 working day review process.

If your submittal requires review above and beyond a normal scope of work by our out-of-house engineer, you will be invoiced at his hourly rate and payment must be received in this office before a final inspection can be performed.

Fire Alarm Plan Submittal / Review Process:

This submittal occurs **after** the building permit is issued and **MUST** be done prior to the first framing inspection. The minimum requirement for a complete submittal includes the following:

- **New Fire Alarm System Installation:**
 - ❑ **Completed** Permit Application including building permit number.
 - ❑ Payment in full for the correct permit fee **must be** included with submittal.
 - ❑ **A copy of your current contractors license in Eagle County and/or Town of Avon, Town of Minturn, Town of Redcliff on file when applicable.**
 - ❑ Copy of signed and approved Building Permit from Eagle County, Town of Avon, Town of Minturn or Town of Redcliff if applicable.
 - ❑ **Completed** Acknowledgement of No Work To Be Done Form.
 - ❑ Three (3) sets of 1/4" scaled plans of the system layout including wiring diagrams. Additional copies may be required.
 - ❑ One (1) set of elevations and one (1) site plan.
 - ❑ Three (3) sets of battery and voltage drop calculations.
 - ❑ Three (3) sets of manufacturer's device cut sheets.

- **Fire Alarm System Remodels:**
 - ❑ Please include all of the above except the three (3) sets of scaled plans, which are replaced with a **detailed scope of work letter** on letterhead with an original signature. The scope of work letter must include the full extent of the remodel, state that the addition of any new devices will be compatible with the existing devices and that the addition/deletion will or will not affect the original battery calculations. If the battery calculations will be affected, please include a revised set of battery calcs.

Based upon the complexity of the project, additional information may be requested.

When the review is completed, plans, comments and a signed permit will be issued to the contractor for work to begin. **No work shall be started** on the system prior to the issuance of a permit

Any work done before the plan review is complete and a permit issued WILL result in a fine of four (4) times the permit fee – no exceptions!

Before a final inspection is scheduled, the contractor should **review** the Inspection Checklist to ensure that the system is ready. **Installation must be in accordance with the approved plans and specifications, approved by Eagle River Fire. Any deviation from these plans will require additional review and approval.** If a re-inspection is necessary, a minimum \$100.00 re-inspect fee **WILL** be assessed and collected **prior** to the re-inspection.

Field inspections are required on all rough and final installations. Any plan comments generated as a result of the review process must be resolved prior to scheduling inspections.

Additional Information:

Based on the most recent Division of Fire Safety regulations, the Eagle River Fire Protection District requires the following documentation to be completed for work done on all fire alarm systems.

1. New Installation / Remodel or Renovation of Fire Alarm Systems:

A Contractor's Record of Completion (NFPA form) must be submitted on all new installation of fire alarm systems and extensive remodels or renovations requiring fire alarm system work. All documentation must be submitted prior to TCO or CO inspections

2. Annual Test and Inspections of Fire Alarm Systems:

The Eagle River Fire Protection District requires that all fire alarm systems be inspected annually. All annual Fire Alarm T&I reports must be submitted on the NFPA form. All aspects of the test and inspection process must be carried out and documented. All reports on forms other than the NFPA form will be returned and the property recorded as non-compliant as to the annual test and inspection.

If you have any questions regarding a plan review, or to schedule an inspection, please call Chuck House at 970-748-4740.

Thank you for your cooperation.

Carol Gill-Mulson
Deputy Chief