



**TOWN OF RIVERHEAD**  
**Office of the Fire Marshal**  
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***Fire Prevention Permit Application***

**FIRE ALARM SYSTEM INSTALLATION**

*Application MUST include two sets of drawings signed and sealed by New York State Licensed Architect or Engineer and one set of cut sheets for all devices being proposed. Drawings must include the floor plan of all areas and floors of occupancy, be legible and clearly show the location of all proposed devices. A Zone Diagram shall be included with each drawing. A legend should be supplied on the drawing(s). One set of approved drawings (red marked with changes if necessary) will be returned with the permit. An electronic version must also be submitted with application.*

All plans are to include a statement indicating "This installation is in accordance with NFPA 72 (2002 edition) except as specifically noted on the installation plans."

NO WORK IS TO BE STARTED prior to receipt permit and approved plans from Town Fire Marshal.

In occupancies that have existing fire alarm systems that are extended or installed (i.e. vacant strip store, building renovations) the same sounding device that services the rest of the occupancy shall be utilized so as to maintain the distinctive sound throughout. If more than 50% of the alarm will be replaced, the renovation shall be subject to all requirements of a new installation.

In new construction of multi-occupancy commercial buildings, the entire building shall be equipped with one common fire alarm system. Each tenant occupancy shall be designed as a separate zone (or zones as appropriate) with one fire alarm panel located in accordance with the below requirements. Buildings with multiple tenants separated by a three-hour non-combustible firewall may have individual fire alarm systems.

Fire alarm panel shall incorporate central station monitoring for Fire, Trouble and 24-hour dialer test.

Central Station shall be U. L. (or equivalent) listed. Transmitter devices shall be installed in strict compliance with NFPA 72. Separate primary telephone line must be dedicated to fire alarm. Upon written authorization from the Town Fire Marshal, the secondary phone line may be shared phone line with a burglar system or an approved cellular phone.

System shall have adequate power supply and battery back-up in accordance with NFPA 72 Chapter 4-4. Battery calculations may be required by the Town Fire Marshal.

To facilitate fire department ability to locate appropriate zone of alarm, fire alarm panel shall be clearly visible through a window or door. If this is not possible, a remote annunciator shall be so installed.

All fire alarm panels shall be clearly labeled showing zone descriptions/locations.

Each fire alarm panel and annunciator panel shall have the following warning placed on or adjacent to the panel;

***WARNING: Do Not Reset Fire Alarm prior to arrival of Fire Department By Order of Riverhead Town Fire Marshal.***

Alarm delay or pre-signal is not permitted unless specifically authorized in writing by the Town Fire Marshal and Fire Chief.

Notification of FIRE signal shall be to the Fire Department first. Following Fire Department notification, the central station may call the premises for additional information and/or notify emergency contact list for premises.

All areas 24 square feet or greater shall be protected. All concealed spaces such as attics, crawl spaces, dropped ceilings and stairwells over three feet in height shall be protected.

All wiring shall be U. L. (or equivalent) listed and approved for use with fire alarm systems.

Occupancies for pre-school children, physically handicapped or elderly (NYS occupancy classifications Group E; Group I) shall be wired with CLASS A initiating circuits.

For installations utilizing CLASS B initiating circuits, no more than 12 devices shall be on any one zone unless specifically approved by the Town Fire Marshal. More than 12 devices shall be permitted if each device is addressable back to the control panel.

An exterior strobe shall be mounted on the front of the building at a point to be visible from the street or primary fire department access. This device shall be in an approved exterior electrical box marked "FIRE". For multi-occupancy buildings, each tenant space shall have a separate outside strobe wired to indicate an alarm in that space (zone) only.

Fixed extinguishing systems shall be tied into the fire alarm system on a separate zone.

Sprinkler water flow and tamper shall be monitored and supervised. Water flow shall be on a separate zone and transmitted to central station as a FIRE signal. A tamper indication shall be transmitted to central station as a TROUBLE signal.

All sprinkler systems require an outside water flow indicator be located directly above the Fire Department connection. This device may be either a water-motor gong or electronic alarm device. If electronic device is used, an appropriate outdoor enclosure shall be used; the device shall be painted red and have the words "Water Flow Alarm" clearly visible on or adjacent to the sounding device. The electronic alarm device shall activate only upon a water flow alarm signal.

HVAC rated for 2000 CFM or greater or shall be monitored with duct smoke detectors. Duct smoke detectors shall be installed so as to be reasonably accessible for routine cleaning and maintenance. Remote annunciator/test feature shall be installed if duct detectors are above drop ceiling.

HVAC control shall include a separate reset switch (either in or adjacent to the main fire control panel) to reset operation of the HVAC units independent form the fire alarm reset switch.

Contact Town Fire Marshal for specific requirements should Voice Evacuation System be required for occupancy.

Contact Town Fire Marshal with any questions or requests for deviations from above or deviations from NFPA 72.

Contact town Fire Marshal at least five business days in advance to schedule appointment for final inspection. Final inspection will include: review of installation to approved plans and a random test of all system components. Upon successful completion of final inspection, a Certificate of Compliance shall be issued to the applicant.

**SEE ATTACHED NEW YORK STATE REGULATIONS FOR ALL PERMITS**

Excerpt from NYS Regulation 1203 – Building Permit requirements

2) An application for a building permit shall request sufficient information to permit a determination that the intended work accords with the requirements of the Uniform Code and shall require submission of the following information and documentation:

- (i) a description of the proposed work;
  - (ii) the tax map number and the street address;
  - (iii) the occupancy classification of any affected building or structure;
  - (iv) where applicable, a statement of special inspections prepared in accordance with the provisions of the Uniform Code; and
  - (v) at least 2 sets of construction documents (drawings and / or specifications) that define the scope of the proposed work.
- (3) Construction documents shall not be accepted as part of an application for a building permit unless such documents:
- (a) are prepared by a New York State registered architect or licensed professional engineer where so required by the Education Law:
  - (b) indicate with sufficient clarity and detail the nature and extent of the work proposed:
  - (c) substantiate that the proposed work will comply with the Uniform Code and the State Energy Conservation Construction Code.
  - (d) Where applicable, include a site plan that shows any existing and proposed structures on the site, the location of any existing or proposed well or septic system, the location of the intended work, and the distances between the structures and the lot lines.
- (4) Applications for a building permit or for an amendment thereto shall be examined to ascertain whether the proposed construction is in substantial conformance with the requirements of the Uniform Code. Provisions shall be made for construction documents accepted as part of a permit application to be so marked in writing or by stamp. One set of accepted construction documents shall be retained by the government agency charged with or accountable for administration and enforcement of the code. One set shall be returned to the applicant to be kept at the work site so as to be available for use by the code enforcement official.
- (5) A building permit shall contain a statement directing that all work shall be performed in accordance with the construction documents submitted and accepted as part of the application. In addition, a permit shall include the directive that the government or agency responsible for enforcement of the code shall be notified immediately in the event of changes occurring during construction.

- (6) Building permits shall be issued with a specific expiration date. A local government or agency responsible for enforcement of the Uniform Code may provide that a permit shall become invalid unless the work authorized is commence within a specified period following issuance.
- (7) When a building permit has been issued in error because of incorrect, inaccurate or incomplete information, or the work for which the permit was issued violates the Uniform Code, such permit shall be revoked or suspended until such time as the permit holder demonstrates that all work completed and all work proposed shall be in compliance with applicable provisions of the code.
- (8) Building permits shall be required to be visibly displayed at the work site and to remain visible until the project has been completed.