



Department of Development Services

4701 West Russell Road ▪ Las Vegas NV 89118

(702) 455-3000 ▪ Fax (702) 455-5810

Division:	Building Division – Plans Exam	Policy & Procedure	BP-PP-063
Subject:	FIRE ALARM/MONITORING BUILDING PERMITS	Effective Date:	02/25/2008
Code:	N/A	Revised Date:	03/04/2008

A. POLICY

Building Inspection staff performs fire alarm inspections on behalf of the Fire Department. A separate Fire Alarm sub-permit, directly associated to the existing Building Permit, is required in order for inspection staff to record their inspection results in NaviLine (our permit tracking database). The Fire Alarm sub-permit may also necessitate a final inspection and approval from the Fire Department, prior to issuing a Certificate of Occupancy.

B. PROCEDURE

1. Fire Alarm sub-permits will be issued only for existing commercial building permits in either “PC” or “APP” status.
2. If there is no active Building Permit, a stand-alone “Fire Alarm Permit Application” is required and the scope of the permit must be for the entire design, including all conduits, all wiring methods and all devices.
3. Only those buildings and tenant improvements which are required to have a manual, automatic or manual and automatic fire alarm system installed per the International Building Code and/or the Building Administrative Code are required to have these Fire Alarm permits.
4. Fire Alarm permits will have three (3) different types, as follows:
 - a) Fire Alarm Conduit Only (EL Type)
 - b) Fire Alarm Monitoring System (EL Type)
 - c) Complete Fire Alarm System (FA Type)
5. A Fire Alarm Conduit Only sub-permit will be issued only if necessary, due to delays in obtaining the required Fire Department permit(s). No construction documents are necessary and they will be processed directly at the PAC Permit Issue counter.
6. Once the Fire Department has issued their Fire Permits for the complete fire alarm system and/or fire alarm monitoring system, the applicant must submit one (1) copy of the Commercial Sub-Permit Application and (2) copies of each of the approved Fire Department Permit(s) to the Building Plans Examination counter.

Note: No fire alarm plans are required to be submitted for building plan review. The plans having the Fire Department approval stamp will be used by Building Inspection staff in the field.
7. Building Plans Examination counter staff will review the Fire Department Permit(s) to ensure they were approved and issued for the same project and address. If the Fire Permits are correct, the “Fire Alarm System” (FA) review agency must be added to the existing Building Permit Application, in the NaviLine Application Tracking screen.

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8. Once the Fire Alarm agency has been added, counter staff will enter approval “APP” for that new agency and will also add an inspection flag “IFLG” in the NaviLine Miscellaneous Screen. The check boxes must be entered for the “Print” option, “Permit” option and the “Inspection” option. The actual “IFLG” comment must reference the Fire Department Fire Alarm permits issued by the Fire Department, as follows:

“See Fire Dept. Fire Alarm System permit # C-14802-2-2007”

“See Fire Dept. Fire Alarm Monitoring System permit # C-12602-1-2007”

Note: We may have to add additional Fire Dept. Permit reference numbers, as necessary, for any other subsequent Fire Alarm sub-permits or revisions.

9. The Building Plans Examination counter staff must also stamp both copies of the Fire Department Fire Alarm and/or Monitoring Permits as “Reviewed & Accepted.” One copy must also be stamped as the “Permit Set”, the other stamped as “Records Set.”
10. The applicant must then take the Commercial Sub-Permit Application and all stamped copies of the Fire Dept. Permit(s) to the PAC Permit Issue counters to pay for the sub-permit. The Commercial Sub-Permit fee will be charged according to the contract amount. (A copy of the executed contract is required.)
11. All revisions/changes to the Fire Alarm System design must be submitted to the Fire Department ONLY for their review and approval. The Building Division will only modify the “IFLG” comments as subsequent fire permits or revisions are issued. No Building Permit Revision numbers are to be used for the “Fire Alarm” review agency.

C. DESCRIPTION OF FIRE DEPARTMENT’S FIRE ALARM PERMIT TYPES

1. Fire Alarm Systems

- A. Fire Alarm Systems: This covers installation of new systems, and tenant improvements/remodels of fire alarm systems. This is a basic catch-all permit designation.
 - B. Clean Agent or Other Special Fire Extinguishing/Fire Alarm Systems: This covers both the suppression and alarm side of special suppression systems, such as FM-200. For the fire alarm side, the detection devices, alarm devices, releasing control panel, and accessory relays/modules/solenoids/manual switches, are included in this designation.
2. **Monitoring System**: This covers the installation of a panel that communicates with a monitoring station, as well as single horn/strobe devices required for annunciation of sprinkler water flow. This system can be standalone with fire sprinkler systems, or can be accessory to fire alarm systems, and to fire pump controllers.

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Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
PE-PP-OPS-018	Fire Alarm/Monitoring Building Permits	February 26, 2008		
BP-PP-063	Fire Alarm/Monitoring Building Permits		March 4, 2008	August 15, 2008

Approved by:

Ronald L. Lynn, Director

Concurred by:

Gregory J. Franklin, Assistant Director