



**Fire Inspection Services  
Minneapolis Regulatory Services  
250 South 4<sup>th</sup> Street, Room 300  
Minneapolis, MN 55415  
Phone: (612) 673-3273, Fax: (612) 673-2635**

## FIRE ALARM SYSTEM PROJECT INFORMATION FORM

This form must be completely filled out for **ALL** Fire Alarm Projects.  
Sections on the form that are not applicable must be marked **N/A**.

### BUILDING INFORMATION

Building address: \_\_\_\_\_

Building name: \_\_\_\_\_

Approx. Fire Alarm work start date: \_\_\_\_\_ Value of Alarm contract: \_\_\_\_\_

Alarm contractor: \_\_\_\_\_ License no.: \_\_\_\_\_

Alarm project manager: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Alarm project designer: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Describe the building

Approximate footprint size: \_\_\_\_\_ Number of stories: \_\_\_\_\_

Type of construction per MSBC: \_\_\_\_\_ Roof Slope and Ceiling Construction: \_\_\_\_\_

Use or occupancy of the building: \_\_\_\_\_

**Provide 3 drawings @ a minimum 1/8 inch scale:** \_\_\_\_\_

### NFPA STANDARDS USED IN DESIGN (check all that apply to this project):

NFPA 72

Indicate edition of NFPA standard used: \_\_\_\_\_

Other NFPA standards; list: \_\_\_\_\_

The design was based on other codes or standards; list and explain: \_\_\_\_\_

**INFORMATION REQUIRED ON SHOP DRAWINGS INCLUDE:**

- Name of owner and occupant
- Location – To include the street address and/or tenant
- Device Legend
- Date
- Reviewing Agency
- Applicable Codes and Standards identifying edition and year
- Other Criteria Used in Design
- Type of Construction and Occupancy Classifications
- Type of Alarm System to be Used
- Identify the Existing Alarm System and Components
- Identify the Areas of Coverage and/or Protection
- Identify Fire Safety Functions
- Identify Zones for Detection and Evacuation Signals
- Identify Annunciator Zones
- Fire Department Response Points
- Sequence of Operations Identifying Devices and Response (Inputs & Outputs)
- Secondary Power Calculations
- Voltage Drop Calculations

**INFORMATION REQUIRED ON FLOOR PLANS INCLUDE:**

- Floor Identification – Configurations to be 1/8 Inch Minimum Scale
- Point of Compass
- Graphic Indication of Scale
- Room Identification (Name of Owner/Tenant)
- Arrangement Showing Walls and Partitions Within 18 Inches of Ceilings
- Doorways and Other Openings
- Riser Locations
- Device Locations
- Primary Power Connection Locations
- Monitor Interface Locations

**INFORMATION REQUIRED ON RISER DIAGRAMS INCLUDE:**

- Cross-Section of Building Showing General Configuration of System(s)
- Number and Location of Risers
- Circuit Number and Types
- Alarm Component Number and Type on Each Circuit
- Alarm Component Number and Type on Each Floor

**INFORMATION REQUIRED ON CONTROL PANEL DIAGRAMS INCLUDE:**

- Identification of Specific Control Equipment
- Control Panel Location
- Battery Charger Locations
- Annunciator Locations
- Primary Power Supply Locations
- Secondary Power Supply Locations
- Indicators and Manual Controls
- Full Text of Labels
- Field Wiring Terminals and Terminal Identifications
- Identification of Circuits Connected to Field Wiring Terminals
- Circuit Identification
- Releasing Equipment and Connections
- Field Connections to Supervising Station Signaling Equipment
- Fire Safety Control Interfaces
- Identification of LEDs
- Identification of Remote Stations, End of Line, and Power Supervisory Devices

**ADDITIONAL INFORMATION REQUIRED FOR COMPLETE REVIEW INCLUDES:**

- Information to be included in the Owner's Manual
- Description of Maintenance Requirements (Figure 14.6.2.4)
- Identification of Designer, Company, and Contact Information
- Identification of Company Installer and Contact Information
- Certifications of Designer(s)
- Certification of Installer(s)
- Fire Alarm & Emergency Communication System Record of Completion (Figure 10.18.2.1.1)
- Permanent Records of Acceptance Tests Approved by the AHJ Shall be Provided to the Building Owner
- A set of reproducible as-built installation drawings, Operation and Maintenance Manual(s), and a written Sequence of Operation shall be provided to the building owner or the owner's designated representative (14.6)