



**City of Watertown Fire Rescue**  
**Fire Prevention Division**  
**Fire Alarm Permit Application**

Permit No. \_\_\_\_\_ App. Date: \_\_\_\_\_  
 Receipt No. \_\_\_\_\_ Issue Date: \_\_\_\_\_  
 Fee: \$ \_\_\_\_\_ Approved By: \_\_\_\_\_

**Installation Location**

Owner/Business: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_

**Installer**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_

**Installation Type**

- Non-Power Limited (licensed electrical contractor)
- Power Limited (licensed fire alarm contractor)

**Type of System**

- Zoned (Conventional)  Extinguishing Control
- Point Identified (Addressable)  New  Existing

**Panel and Signal Expander**

- Equipment Supplier (Company Name): \_\_\_\_\_
- Control Panel Manufacturer / Model No.: \_\_\_\_\_
- Signal Expander Model No \_\_\_\_\_
- Control Panel Location (Room?): \_\_\_\_\_
- Annunciator Location (Room?): \_\_\_\_\_
- 2-Wire Powered Devices Mfg. and Model No. \_\_\_\_\_

**Initiation and Alarm Devices**

- Horn/Speaker-Strobes: \_\_\_\_\_
- Strobe only: \_\_\_\_\_
- Mini-Horns: \_\_\_\_\_
- Manual Pulls: \_\_\_\_\_
- Heat Detectors: \_\_\_\_\_
- Smoke Detectors: \_\_\_\_\_
- Flow Inputs: \_\_\_\_\_
- Tamper Inputs: \_\_\_\_\_
- HVAC Detection: \_\_\_\_\_
- Other initiating inputs:  
(Beam, Flame/IR, Air Aspirating detection) \_\_\_\_\_

**Device Types and Counts**

**PLEASE PRINT NEATLY**

**Building Use**

- Assembly: \_\_\_\_\_  Warehouse: \_\_\_\_\_
- Office (B) \_\_\_\_\_  Educational (E) \_\_\_\_\_
- Residential: \_\_\_\_\_  Institutional: \_\_\_\_\_
- Others: \_\_\_\_\_ specify  High-rise \_\_\_\_\_

**Description of Work**

(Detailed explanation of area and extent of work to be performed)  
 Design and installation shall be in accordance with current edition of NFPA.

**Is building sprinklered?**  Yes  No

A separate permit is required for each tenant within a building site even if there is only one panel. Permit applications cannot be accepted prior to a building permit application. Fire alarms for sprinkler supervision will be reviewed after the sprinkler permit application has been submitted.

Two sets of drawings, one digital, one paper, and one submittal book shall be submitted with each permit application for review. The applicant will receive one permit after plan review.

**Applicant**

I, the undersigned, do hereby affirm that the statements contained on this form are true and correct. I further agree to comply with the provisions of applicable ordinances of the City of Watertown and the approved plans and specifications submitted with this application.

In addition, it is understood that the installation of systems shall be made only by persons properly trained and qualified to install the specific system being provided. The installer certifies to this authority that the installation is in complete agreement with the terms of the listing and manufacturer's instructions and/or approved design plan.

**NO WORK SHALL COMMENCE WITHOUT AN APPROVED PERMIT ISSUED BY THE FIRE PREVENTION DIVISION AND PAYMENT TO WATERTOWN FIRE RESCUE**

Signature: \_\_\_\_\_

Name (print): \_\_\_\_\_

# Fee Calculation Schedule

## Automatic Fire Alarm System

Interlocked, Extinguishing, Zoned, and Point Identified Types of System

Description	Number of Each	Unit Fee	Subtotal
1. Conventional Control Panel (FACP)		\$128.00	
2. Addressable / Intelligent Control Panel (FACP)		\$128.00	
3. Signal Expander, Power Supply (each)		\$2.00	
4. Initiating and Alarm Devices		\$2.00	
5. Total lines 1, 2, 3, 4			
6. Sales Tax (6.5%)			
<b>7. Grand Total</b>			

Fire Prevention Division  
Watertown Fire Rescue  
129 1st Ave NW  
Watertown, SD 57201

(605) 753-3368  
[firepermits@watertownfirerescue.com](mailto:firepermits@watertownfirerescue.com)

**Watertown Fire Rescue  
Fire Prevention Division**

**Fire Alarm System  
Required Permit Documents**

If there is more than one tenant in a building a separate permit is required for each tenant even if there is only one alarm system/zone. Permit applications cannot be accepted prior to a building permit application submittal.

One electronic copy of the plans in PDF format and one electronic set of calculations in PDF format shall be submitted with each permit application for review. Permit application shall be completely filled out including a full description of scope of work. Upon approval, the applicant will receive a permit.

**NO WORK SHALL COMMENCE WITHOUT AN APPROVED PERMIT ISSUED BY THE  
FIRE PREVENTION DIVISION AND PAYMENT TO WATERTOWN FIRE RESCUE**

Depending on the work load and complexity of the project, fire alarm system review may take up to 15 working days for each permit submittal. Plan review may be expedited when additional fees, as set by the permit fee schedule, are paid at the time of permit submittal. Expedited plan review may take up to three business days.

Fire alarm system shop drawings and documentation shall be prepared by a qualified technician holding a valid NICET III, or IV, in the subfield of fire alarm system. Required documentation shall be prepared in accordance with the current edition of NFPA 72, section 7.2 – Installation and Design and 2012 IFC, section 907.1.2. The following information is required and shall also be shown on the permit documents:

**A. GENERAL**

1. Required scale is 1/8" = 1 foot. Include a bar scale.
2. Show north arrow on all sheets
3. For large facilities provide a key plan to show all building sections
4. Show drawing number, revisions, and date
5. Provide a 3" x 3" square block at the bottom right corner of all sheets for Fire Prevention Division's review stamp.
6. Provide system designer's name, NICET certificate number, and certificate expiration date on all sheets.

**B. TITLE SHEET:**

1. Name and address of the building owner
2. Name and telephone number of the installer
3. Description of work – detailed and specific statement indicating work being proposed, occupancy and nature of business.
4. NFPA 170 Symbol list including manufacturer part number, intensity of the device, total number of each part, and UL listing

5. Number of zones: Addressable systems shall show the equivalent number of zones based on the number of circuits shown on the riser diagram.
6. Provide an input/output matrix for the fire alarm actual sequence of operation.

### **C. FLOOR PLAN SHEETS:**

1. Show dimensions on all floor plans. Floor plans shall not include overlays of other building systems and components except those systems that impact the performance of the required appliance/device (i.e. mechanical, electrical, and structural.) Do not include any other non-fire alarm related electrical symbols
2. Intended use of each room e.g. storage, classroom, restroom, vestibule, office
3. Location of all walls and doors – for storage areas show dimensions, location, and orientation of all soffits, beams, joists, partitions, etc.
4. Ceiling height & details
5. Full height cross sections of the building – In all directions.
6. Location of FACP, FAA, booster panels, horn expanders, and electrical supply panel
7. Location of all initiating devices and notification appliances. Show temperature and candela ratings. Use only NFPA 170 symbols
8. Show location of all ancillary devices, i.e. door holders, remote sensors, gas shut-off, fan shutdown, smoke dampers, shunt trips, smoke and heat vent switch, etc.
9. Show location of fire sprinkler risers, water flow and tamper switches (including Post Indicator Valve), fire pumps and controllers
10. Show all access doors and signage for duct detectors
11. Show all remote indicators for hidden devices
12. Show end-of-line resistors
13. Show zoning when a conventional system is used
14. Provide a full riser diagram showing all devices as connected in the circuit, device addresses, room numbers and/or room names

### **D. CALCULATIONS:**

1. Provide voltage drop calculations for each notification appliance circuit listing wire size, circuit current, and voltage drop.
2. Provide secondary power supply and battery calculations for each control panel, sub panel, horn expanders, and indicate battery size. List model numbers and quantity of devices included in calculations.

### **E. AS BUILT:**

Within 10 days after the fire sprinkler system has been tested and accepted by the Fire Prevention's Inspector - a complete and accurate "as built" of the system shall be submitted for Fire Prevention review and records. The "as built" shall be submitted in digital form showing final locations of all components. All as built drawings sheets shall include the word "AS BUILT" or "RECORD DRAWINGS".