



Process and Procedures for Fire Alarm Systems

(New, Change-out, or Modification)

Notice to Fire & Life Safety Permit Applicants:

For our office to be able to expedite your permit request in a timely manner, we ask that you assist us by following these procedures:

All applicants must completely fill out and sign a Fire Alarm Permit application.

- A)** Submit three (3) sets of complete system schematics and three (3) sets of signed and sealed plans including, but not limited to: building floor plan, locations of FACP, remote panel, detection device, pull stations, detail of devices etc. One set will be returned to you when approved.
- B)** If current copy is not already on file, submit a copy of your Florida Contractor's license, Okaloosa County Occupational license, proof of Worker's Compensation, and proof of General Liability.
- C)** Pay plans review fee as per City fee schedule (minimum \$125.00).
- D)** Plans will not be accepted until steps A, B, & C have been completed.
- E)** If approved, your copy of approved plans, permit, and comments letter may be picked up at Mary Esther Fire Department/ City Hall.
- F)** If not approved, comments letter may be emailed or faxed to you.
- G) No work shall commence without a Mary Esther Fire Department – LSB Permit being issued and posted on site.**
- H) Permit must be posted on site throughout construction.**
- I)** Licensed contractor to be on site at all times during installation and testing and must have a current ID card with license number in his/her possession at all times (F.S. 489.5785)
- J)** Your copy of Mary Esther Fire Department – LSB approved plans must be on site during construction.

K) All inspections shall be scheduled not less than 24 hours in advance.

The following inspections must be called for throughout the system progress in compliance with NFPA 72:

Above plans review fee includes ***one*** rough-in and ***one*** final inspection. All additional inspections are \$25.00 ***each*** due prior to inspection.

1. Fire Alarm system rough-in (pull stations to remain open and conduit visible; must be signed off by Mary Esther Fire Department Fire Marshal prior to covering walls)
2. Final test in compliance with NFPA 72 including but not limited to: full activation of system from detection to FD notification, batter test, decibel level test (Contactor must provide meters)