



## **Fire Alarm Construction Permit Submittal Information**

Welcome to the Town of Florence, Arizona. The Community Development Department is dedicated to shaping the public policies that guide the growth and development of Florence. This is achieved by developing sound land use strategies, adhering to responsible zoning and development standards, ensuring buildings are safe for occupancy, preserving our cherished historic structures, and overseeing the well-being of local neighborhoods. In serving Florence residents, we are committed to providing excellent customer service through proactive, community-based planning, and supporting appointed and elected officials as we build a thriving, livable environment that embodies progress, prosperity, and a strong sense of community for all.

Please attach the following items to your submittal:

- Fire Alarm permit application completed and signed by applicant.
- Fire Alarm submittal check list completed and signed by applicant.
- Inspections: applicability rights and responsibilities form completed and signed by applicant.
- Fire Alarm plans and data sheets.
- Owner Authorization Form signed by owner.

Permit Fees: \$250.00 (New or Monitoring Systems) fee includes 1 plan review and 1 fire inspection.  
\$200.00 (Tenant Improvement Systems) fee includes 1 plan review and 1 fire inspection.

The Permit Fee is due once the application has been processed.

Permit applications and plans shall be submitted electronically to [tofpermits@florenceaz.gov](mailto:tofpermits@florenceaz.gov)

Payments. Payments can be made in person, over the phone, or by mail.  
(Please note: A 3% transaction is charged for debit/credit card payments.)

Town of Florence – Office of Community Development  
224 W. 20<sup>th</sup> Street  
Florence, Arizona 85132  
(520)868-7500

Office Hours: Monday – Friday from 8:00 am to 5:00 pm

The Community Development Department will notify you electronically on the status of your application. For questions pertaining to the permitting process please call the office at (520) 868 – 7665.

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### **Fire Alarm Submittal Checklist 2024**

Please mark-off all required information you have provided with your submittal and return with application to [TOFpermits@FlorenceAz.gov](mailto:TOFpermits@FlorenceAz.gov)

Submitted documents, plans and data sheets shall include the following information:

- Plans shall be drawn to scale a minimum of 1/8" = 1'.
- Street address, location map and site map. Include the North point of compass.
- Owners' information.
- Occupancy classification(s) and load(s)
- Scaled floor plan of the building.
- Location of partitions, fire walls, and full height to structure walls.
- Designation and hazard classification of each area or room.
- Ceiling/roof heights and slopes and or locations and depths of beams.
- Location of exterior bell and notification device.
- Fire alarm symbol list.
- Plans shall show that 2016 NFPA 72 and 2017 NFPA 70 are being designed to, or a more current standard.
- Information for offsite monitoring: company name, address, certification and classification.
- Location and type of each fire alarm device and related equipment.
- Location of alarm notification appliances, include candela rating for visible notification and areas average ambient sound.
- Location of all doors, windows and supply and return air registers.
- Location of fire alarm control unit, transponders, notification power supplies, remote annunciators and communicators.
- Location of conduit or wire path.
- Wire schedule, conductor type, size and voltage drop.
- Interface of fire safety control features/functions.
- Zone schedule for multi-zoned systems.
- Typical wiring diagram for each device used on the system.
- Riser diagram indicating how each device is connected on the loop.
- Sequence of operation.
- Double backflow preventers are electronically supervised.
- Equipment list indicating quantities, manufacturer and model number of each device on the system.
- Material submittal and data sheet package including part numbers, listing and installation information for all equipment, devices and material being proposed.
- Underwriters Laboratory, Factory Mutual, or other nationally recognized listing service for verification of cross listing of devices when they are not the same manufacturer as the fire alarm control unit.

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**Continued Fire Alarm Submittal Checklist 2024**

- Battery calculations and battery size being supplied.
- Name, address and ROC of installing contractor.
- Name and number of NICET certified designer.
- Engineers stamp.

**Monitoring Modification IE: one company taking over an account using the same FACU and means of transmission.**

- Name and complete address of facility and contact information.
- Name and address of fire alarm contractor, class of license and ROC number.
- Information for off-site monitoring including certification and classification.

**Monitoring only (Example new fire alarm system installed by Company A but monitored by Company B, or taking over an account and installing new means of transmission.)**

- Name and address of facility and contact information.
- Name and address of fire alarm contractor, class of license and ROC number.
- Information for off-site monitoring including certification and classification.
- Material submittal and data sheet package including part numbers, listing and installation information for all equipment, devices and material being proposed.
- Battery calculations and battery size being supplied.

Note: Fire alarm plans will only be accepted in Black and White, if color is required, prior approval from fire review staff is required before submittal.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant

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**FIRE ALARM PERMIT APPLICATION**

Project Address: \_\_\_\_\_

Contractor Information: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Arizona Registrar of Contractors Number (ROC): \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Check the Applicable Box:

New Fire Alarm Installations:

Square Footage of work area/building: \_\_\_\_\_

Number of Stories of Building: \_\_\_\_\_

Fire Alarm System Modification/Tenant Improvement:

Number of Devices: \_\_\_\_\_

Fire Sprinkler Monitoring System (Dedicated Function Fire Alarm Control Unit):

Does the new FACU including the means of transmission: \_\_\_\_\_

Scope of Work Being Performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant

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**INSPECTIONS: APPLICABILITY RIGHTS AND RESPONSIBILITIES**

Project Site Address:

\_\_\_\_\_

Purpose of inspection/Project scope of work:

\_\_\_\_\_

(A.R.S. § 9-833 A) A municipal inspector or regulator who enters any premises of a regulated person for the purpose of conducting an inspection shall:

1. Present photo identification on entry of the premises.
2. State the purpose of the inspection and the legal authority for conducting the inspection.
3. Disclose any applicable inspection fees.
  - Except for a fire and life safety inspection of areas that are accessible to the general public or a food and swimming pool inspection, afford an opportunity to have an authorized on-site representative of the regulated person accompany the municipal inspector or regulator on the premises, except during confidential interviews.
4. Provide notice of the right to have:
  - Copies of any original documents taken by the municipality during the inspection if the municipality is permitted by law to take original documents.
  - A split or duplicate of any samples taken during the inspection if the split or duplicate of any samples, if appropriate, would not prohibit an analysis from being conducted or render an analysis inconclusive.
  - Copies of any analysis performed on samples taken during the inspection.
5. Inform each person whose conversation with the municipal inspector or regulator during the inspection that the conversation is being tape recorded.
6. Inform each person interviewed during the inspection that statements made by the person may be included in the inspection report.

By signing below, I have read and understand my rights as prescribed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant





## OWNER AUTHORIZATION FORM

Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Title: \_\_\_\_\_

I/we, the undersigned, do hereby grant permission to: \_\_\_\_\_  
(Name of Contractor)

to act on my/our behalf for work at site address: \_\_\_\_\_,

and for the purpose of obtaining a building permit.

Property Owner(s) Signatures

Printed Name (s): \_\_\_\_\_

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

Date: \_\_\_\_\_

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