



City of Marlborough

BUILDING DEPARTMENT

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 BUILDING INSPECTOR

ETHAN LIPPITT
 BUILDING INSPECTOR

MICHAEL LEEDS
 BUILDING INSPECTOR

FIRE ALARM DOCUMENT CHECKLIST

SUBMITTAL DATE: _____

PERMIT NO.: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

PLEASE PROVIDE THE FOLLOWING REQUIRED DOCUMENTS AND PLANS:

ALL ITEMS MARKED 'Missing' SHALL BE RECEIVED BY MBD PRIOR TO ACCEPTANCE OR SCHEDULING

Received	Missing	N/A	DESCRIPTION
			TIER I - At Building Permit Submittal
			1. Written narrative providing intent and system description
			TIER II - Prior to Issuance of FIRE ALARM PERMIT
			2. Riser diagram
			3. Floor plan layout showing location of all devices and control equipment
			4. Sequence of operation in either an input/output matrix or narrative form
			5. Equipment technical data sheets
			6. Manufacturers' published instructions, including operation and maintenance instructions
			7. Battery calculations, where batteries are provided
			8. Voltage drop calculations for notification appliance circuits
			TIER III – Prior to Scheduling Acceptance Test / Final Inspection of FIRE ALARM PERMIT
			9. Completed record of inspection and testing in accordance with NFPA72-2010.14.6.2
			10. Completed record of completion in accordance with NFPA72-2010.10.18.2
			11. Final Construction Control Document from Fire Alarm Engineer or Designer (RDP) 780CMR 901.5.1
			12. Letter of Assurance /Completion from installer/contractor
			13. Record (as-built) drawings & Letter from Owner/Rep receipt of as-built drawings

Comments
