



# Department of Commerce

Division of Industrial Compliance

John R. Kasich, Governor  
Jacqueline T. Williams, Director

## PLAN SUBMITTAL CHECKLIST FIRE ALARM SYSTEMS

1. If this fire alarm submittal is a part of a building permit submission, please indicate the building permit number (**CPA number**) in your submittal document.
2. Identify the proper **building use group** and **construction type** classifications in accordance with Chapter 3 and Chapter 6 of Ohio Building Code.
3. Identify applicable scope of work as follows:  
\_\_\_\_\_ New Alarm System Installation      \_\_\_\_\_ Existing System Replacement  
\_\_\_\_\_ Existing System Alteration
4. Submit a scaled floor plan indicating the following:
  - Room names or use purposes
  - Alarm device location and output capacity (candela and decibels)
  - Ceiling height and device mounting height
  - Compliance with accessibility requirements in Chapter 11 OBC and ICC A117.1.
  - If alteration, indicate all existing devices and output capacities
5. Submit manufacturer's specifications and details for all alarm devices and panels. Panels and devices must show their listing for proper uses.
6. Submit a battery calculation and a voltage drop calculation.
7. Submit an electrical floor plan and wiring diagram indicating the following:
  - Control panel
  - Zones
  - System Riser and wiring schematic including conductor types and sizes
  - Method of fire alarm system supervision
  - Auxiliary devices such as door holders, sprinkler flow switches, elevator recall, exhaust hood systems, etc.
8. If an elevator exists, coordinate with the following:
  - Ohio Elevator Code
  - NFPA 72
  - ICC A117.1
9. Provide certified fire alarm designer's certification number and signature,
10. Provide fire alarm system installer's certification number
11. Submit fees for fire alarm plan review and process.

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