



CITY OF MERCED

SITE ADDRESS _____

FIRE ALARM AND ALARM MONITORING **SUBMITTAL CHECKLIST**

For use when applying for new or modified fire alarm systems, new or modified fire alarm monitoring systems (including hood or sprinkler riser monitoring), fire alarm cellular dialers, and other fire alarm equipment replacements and installations.

This checklist outlines general requirements; information contained herein applies to typical instances and may not address all circumstances.

THIS CHECKLIST IS FOR YOUR BENEFIT AND IS NOT REQUIRED FOR SUBMITTAL. NOT EVERY ITEM IS REQUIRED FOR SUBMITTAL ON EVERY PROJECT, BUT INCLUDING AS MANY ITEMS AS APPLICABLE MAY LEAD TO FEWER CORRECTIONS AND/OR FAILED INSPECTIONS. DESIGNER DUE DILIGENCE AND DISCRETION IS ADVISED.

APPLICATION FOR A PERMIT AUTHORIZES THE CITY OF MERCED AND THEIR REPRESENTATIVES TO MAKE "RED LINE" COMMENTS ON THE PLANS WHICH HAVE BEEN APPROVED BY THE DESIGNER IN ORDER TO EXPEDITE THE PLAN REVIEW PROCESS.

REFERENCES:

- All code editions shall be those in effect at the time of submittal. See City of Merced municipal code for current adopted versions of the codes.
- California Fire Code (CFC); including Chapter 3 and Chapter 9 (901.5).
- NFPA 72; as referenced in the California Building Code and California Fire Code.
- City of Merced Municipal Code (MMC); including Design and Construction Standards.
- Modification to any of the above minimum requirements shall be received, in writing, from the City of Merced Fire Prevention Bureau and included with the submittal.

USE THE FOLLOWING CHECKLIST FOR PLAN SUBMITTAL GUIDELINES

	YES	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	Contractor's name, address, telephone number, email address, and contractor's license number.
2.	<input type="checkbox"/>	<input type="checkbox"/>	Site location, including APN & street address.
3.	<input type="checkbox"/>	<input type="checkbox"/>	North orientation arrow.
4.	<input type="checkbox"/>	<input type="checkbox"/>	Geographic representation of the scale used on all plans and sheets (CFC 106.2.1). NTS may be sufficient for your project, use discretion.
5.	<input type="checkbox"/>	<input type="checkbox"/>	Accurate legend with symbols for all fire alarm devices including the model and quantity for each device.
6.	<input type="checkbox"/>	<input type="checkbox"/>	Drawings are stamped and signed by the design professional of record.

City of Merced Inspection Services Division

678 W. 18th Street, Merced, CA 95340

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	YES	N/A	
7.	<input type="checkbox"/>	<input type="checkbox"/>	The room number and use are indicated for all rooms and spaces.
8.	<input type="checkbox"/>	<input type="checkbox"/>	Floor plans show the entire project area, all fire alarm devices (new and existing), conduit runs, and conductor runs.
9.	<input type="checkbox"/>	<input type="checkbox"/>	Plans noted: "Installation of the fire alarm system shall not be started until detailed drawings and specifications, including current California State Fire Marshall listing sheets for each component, have been approved by the City of Merced Fire Prevention Bureau, the applicable fees have been paid, and the permit has been issued."
10.	<input type="checkbox"/>	<input type="checkbox"/>	Plans noted: "An approved set of plans, with JOB COPY stamp, shall be on the job site and used for installation. Any deviation from the approved plans, including substitution of devices, shall be approved by the City of Merced Fire Prevention Bureau before installation." (CBC 107.4 & CFC 106.3)
11.	<input type="checkbox"/>	<input type="checkbox"/>	Plans noted: "Any discrepancies between the drawings and the code or recognized standards shall be brought to the attention of the City of Merced Fire Prevention Bureau for approval before being installed."
12.	<input type="checkbox"/>	<input type="checkbox"/>	Plans noted: "Upon completion of the installation of the fire alarm system, the contractor shall coordinate with the other trades to test interconnection of the fire alarm system with other building systems and equipment. Once all functions indicated in the fire alarm system sequence of operations have been verified through testing by the installing contractor, an acceptance test shall be performed in the presence of the City of Merced Fire Prevention Bureau/ Inspection Services inspector."
13.	<input type="checkbox"/>	<input type="checkbox"/>	System complies with fire alarm provisions of the California Electrical Code (CEC 760).
14.	<input type="checkbox"/>	<input type="checkbox"/>	Conductor schedule showing type, size, and quantity are indicated for each conduit run or cable.
15.	<input type="checkbox"/>	<input type="checkbox"/>	Single line diagram with the circuit style indicated for all circuits.
16.	<input type="checkbox"/>	<input type="checkbox"/>	All equipment drawing alarm or supervisory current shall have the current draw highlighted on the data sheets.
17.	<input type="checkbox"/>	<input type="checkbox"/>	Voltage-drop calculations for all notification appliance circuits. Maximum voltage drop shall not exceed 10% of the system supply voltage.
18.	<input type="checkbox"/>	<input type="checkbox"/>	Battery calculations for all fire alarm control panels and auxiliary power supplies. Calculations shall include all electrical requirements of the entire fire alarm system, including power consumption of individual devices, both in alarm and supervisory modes.
19.	<input type="checkbox"/>	<input type="checkbox"/>	Point to point wiring details that indicate interconnections between items of equipment, including interfaces to equipment supplied by others.
20.	<input type="checkbox"/>	<input type="checkbox"/>	Complete interior wiring diagrams for the fire alarm control panel and interior modules, cards, and power supplies when internal wiring is other than typical and/or not included on manufacturer's data sheets.
21.	<input type="checkbox"/>	<input type="checkbox"/>	The device address is shown for all addressable devices.
22.	<input type="checkbox"/>	<input type="checkbox"/>	Annunciator text message for each addressable device/ Zone list reflecting descriptions of each device as programmed into the fire panel.
23.	<input type="checkbox"/>	<input type="checkbox"/>	All fire-rated walls within the project area are shown and identified, as applicable.

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	YES	N/A	
24.	<input type="checkbox"/>	<input type="checkbox"/>	Details and listing numbers of through-penetration fire stop systems, as applicable.
25.	<input type="checkbox"/>	<input type="checkbox"/>	Specify if the fire-stopping is part of the scope of work or “by others”, as applicable.
26.	<input type="checkbox"/>	<input type="checkbox"/>	Typical elevation drawing showing all fire alarm equipment enclosures and raceways on the wall where they will be installed. Panels must not be higher than 6 feet and system status displays should be at eye level (+60” AFF). No equipment or raceways shall be located under a cabinet containing batteries. Atypical installations shall include specific mounting details and explanation for atypical condition, with code references included.
27.	<input type="checkbox"/>	<input type="checkbox"/>	Elevation details for manual pull stations and visual alarm signaling devices.
28.	<input type="checkbox"/>	<input type="checkbox"/>	Technical data showing exact types and quantity of all fire alarm devices.
29.	<input type="checkbox"/>	<input type="checkbox"/>	When there are multiple components shown on data sheets, the applicable components must be highlighted or otherwise identified.
30.	<input type="checkbox"/>	<input type="checkbox"/>	California State Fire Marshall listing sheets with expiration date for each component.
31.	<input type="checkbox"/>	<input type="checkbox"/>	Sequence of operations matrix showing how the system will react to the activation of each type of device.
32.	<input type="checkbox"/>	<input type="checkbox"/>	Duct air velocity is indicated where each duct smoke detector employing the use of sampling tubes is installed as the current project scope of work. “By others” is sufficient when alarm scope only involves device interconnection and not actual installation of the detector.
33.	<input type="checkbox"/>	<input type="checkbox"/>	Air handling systems supplying more than 2,000 cubic feet per minute are shown on the drawings when applicable to the scope of work.
34.	<input type="checkbox"/>	<input type="checkbox"/>	In cases where multiple buildings (i.e. apartment complexes) or tenant spaces (i.e. malls) are served by a fire alarm system, the fire alarm control panel shall be centrally located with each building or space listed as a zone-per City of Merced Fire Prevention Bureau requirements.
35.	<input type="checkbox"/>	<input type="checkbox"/>	All applicable fire alarm provisions for accessibility are addressed.
36.	<input type="checkbox"/>	<input type="checkbox"/>	For hood suppression monitoring systems, note on the plans- “Contractors for hood, suppression, and alarms shall be on site for inspections”.

UPDATED 01/2025

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