




EDWIN W. EDWARDS  
GOVERNOR

**STATE OF LOUISIANA**  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

OFFICE OF STATE FIRE MARSHAL

COL. PAUL W. FONTENOT  
DEPUTY SECRETARY

**M E M O R A N D U M**

TO: Fire Alarm Contractors, Architects & Engineers  
FROM: Jerry W. Jones, Chief Architect   
SUBJECT: Fire Alarm Shop Drawing Submittals  
DATE: June 24, 1993

It has come to my attention that many fire alarm plan review submittals are found not in compliance as a result of insufficient information or incorrect procedure.

To reduce the number of not in compliance reviews, thereby accomplishing a more efficient system, please use the enclosed instructions as a guide. This should result in better reviews and less lost time and expense to you.

JWJ/adg

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(504) 925-4911 ARSON TIP LINE 1-800-272 8310



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FIRE ALARM PLAN REVIEW SUBMITTALS SHALL INCLUDE:

I. COMPLETED PLAN REVIEW APPLICATION

- A. Correct form - Plan Review Application for Fire Protection Systems
- B. Fill out completely including:
  - 1. Fire Marshal Architect Review No. (P00\_\_\_\_)
  - 2. Type of Occupancy
  - 3. Cost (of the fire alarm system)
  - 4. The Professional of Record (POR) is the architect or civil engineer, or the electrical engineer consultant who reviewed the shop drawings. If there is no POR the owner is the applicant.

II. FEE

- A. Government owned projects do not require a fee.
- B. Privately owned government occupied projects require the fee.

III. COPY OF THE FIRE MARSHAL ARCHITECTURAL REVIEW LETTER

- A. If the building is being renovated or the occupancy (use) is changed, a Fire Marshal plan review is required.
- B. If a fire alarm is being added or altered only, no architectural plan review is required. A statement to this effect shall be included.
- C. The letter shall be obtained by the fire alarm contractor from the POR or the owner. It may include requirements the contractor needs to know to design the system.
- D. If the fire alarm work is the result of an inspection, a copy of the inspector's report shall be included.

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## FIRE ALARM PLAN REVIEW SUBMITTALS

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### IV. DRAWINGS

- A. The shop drawing plan review stamp (not professional seal) shall be:
  - 1. On each sheet of the drawings and the cover of the specifications.
  - 2. Required if the system is required by code, if the POR showed it in drawings or specifications or if an architect or civil engineer is required in the architectural plan review.
- B. Only copies will be reviewed. (blue lines, blue prints, office copy, etc. Original or "marked up" drawings can be altered in the field. Alterations to copies are obvious.)
- C. PLAN(S)
  - 1. Drawn to scale.
  - 2. Identify each room or area.
  - 3. Show exits, door swings (not just openings), ceilings (whether sloped or flat), ceiling height, light fixtures, HVAC openings and projections more than 8" below ceilings.
  - 4. All components of the system, identified as to existing or new.
- D. Riser Diagram
  - 1. Need not be to scale.
  - 2. Include all devices and components of the system by zone.

### V. SCHEDULE OF SYMBOLS

- A. If a copy of a marked up electrical drawing is used, do not duplicate electrical symbols used for something else.
- B. Use generic terms, not manufacturer's special names, unless identified.

VI. STATE TYPE OF SYSTEM

- A. Local
- B. Auxiliary
- C. Remote Station
- D. Proprietary
- E. Central Station (NFPA 71)

VII. DESCRIPTION OF THE SEQUENCE OF OPERATION  
(System Logic)

- A. Should be brief, but complete.
- B. Use basic english, not fire alarm manufacturer's special terms.

VIII. SPECIFICATIONS

- A. P.O.R. may stamp cover only if sheets are bound (stapled, etc.). If not bound each sheet shall be stamped.
- B. List all equipment with model number. The series or class is not adequate.
- C. All technical information necessary to design the system, such as current required in supervisory and in alarm conditions, shall be included.
  - 1. If you use catalog sheets, the applicable data shall be hi-lited.
  - 2. Optional features to be used must be identified.
- D. Unnecessary information such as installation instructions, trouble shooting, etc. only increases our review time which adds days to the time you can expect a reply.
- E. Documentation that each device is compatible with the control panel such as manufacturer's compatibility chart or test reports of a certified testing laboratory.

IX. WIRING

- A. Designation of type.
- B. Color of insulation.



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X. BATTERY CALCULATIONS

- A. Shall be complete.
- B. Must show current required in supervision and in alarm for each system component.
- C. Should be on the manufacturer's standard form.