

## **Construction Industry Communication #24**

**From:** Amit Ghosh, Chief Building Official  
**Re:** Fire Protection System Document Submittals  
**Date:** July 1, 2009

**Requirements:** Section 107.4.4 of the Ohio Building Code requires Fire Protection System Construction Documents be submitted under the signature of an individual certified under Section 378.105 of the Ohio Revised Code or bear the seal and signature of the design professional who prepared the construction documents.

**Evidence of Responsibility:** In accordance with Section 106.2 of the Ohio Building Code, Documents shall indicate the **sole person responsible** for the design and preparation of the construction documents. Documents submitted will not be acceptable by submitting drawings from the design professional and the remainder of the documents from the certified fire alarm designer.

**Memorandum:** Fire Alarm and Fire Suppression System Construction documents must be submitted with either the signature of the certified fire alarm designer or documents sealed and signed by the design professional. City of Columbus will not accept documents that have been reproduced from the design professional without their knowledge and authorization.

Construction documents required by Section 907.1.1-.2 to be submitted include:

- Floor plan that indicates use of all rooms
- Locations of alarm-initiating and notification appliances; including candela ratings.
- Alarm control and trouble signaling equipment
- Power connection
- Supervisory system connection
- Battery calculations
- Conductor type and sizes
- Voltage drop calculations
- Manufacturers, model numbers and listing information for equipment, devices and materials (catalog cuts)
- Details of ceiling height and construction
- Interface of fire safety control functions (sequence of operation)
- Symbols legend
- Classification of the supervising station

Licensed Fire Alarm contractors wishing to obtain rough inspections for their work prior to completion and submittal of required fire alarm shop drawings, catalog cuts, battery calculations etc., may submit design drawings prepared by a licensed design professional, showing the location of all fire alarm devices. Drawings and a fire alarm permit application must follow normal submittal process.

3 sets of drawing are required for:

- Fire Alarm permit applications that have 10 or more devices
- Fire Suppression permit applications that have 20 or more sprinklers
- Revisions or modifications to Fire Alarm or Fire Suppression permit applications that will cause the number of devices or sprinklers to exceed 9 or 19 respectively

2 sets of drawings are required for:

- Modifications of 9 or less devices (with no change of use or hazard classification and does not involve the replacement of the main fire alarm panel) on Fire Alarm permit applications
- Revisions or modifications of 9 or less devices (with no change of use or hazard classification and does not involve the replacement of the main fire alarm panel) on Fire Alarm permit applications that have already been received
- Modifications to 19 or less sprinklers (with no change of use or hazard classification) on Fire Suppression permit applications
- Revisions or modifications to 19 or less sprinklers (with no change of use or hazard classification) on Fire Suppression permit applications that have already been received

All customary fees are required to be paid up front. After plan review and approval, by both departments, has been obtained, the fire alarm permit will be issued and a rough inspection(s) for the work may be requested.

The fire alarm contractor shall submit completed documents for review and approval as required above. This submittal is a revision to the approved documents and the applicant shall pay the fee for revision in accordance with the fee schedule. Final approval of the fire alarm installation shall be based on the approved revised drawings including any changes required for full compliance for the fire alarm system as maybe noted or shown on the revised drawings.

**Revised 3/1/2019**