City of Memphis
TENNESSEE

Jim Strickland
Mayor

DIVISION OF FIRE SERVICES

"Teamwork with Commitment to Excellence, Compassion, and Immediate Community Protection "

Fire Alarm Plans Review Submittal Requirements
May 9, 2023

In effort to improve the safety and welfare of the citizens of Memphis and to help ensure the inherent higher level of safety of protection afforded by fire alarm systems, the Fire Prevention Bureau is issuing the following directives as specifically provided for in NFPA 72, National Fire Alarm and Signaling Code 2019 edition. Additional requirements may be necessary for review fire alarm submittals.

Final Installation shall comply with:
2021 International Building Code
2021 International Fire Code
2019 NFPA 72

The City of Memphis has adopted the 2021 IFC which includes amendments relative to fire alarms.

Permit application and appropriate construction documents for the installation of fire alarm systems shall be submitted to the Fire Prevention Bureau via the Develop 901/Accela Citizens Portal and approved prior to the installation of any new system or any alterations to existing systems where devices are added or removed.

Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed. **(IFC 106.2.1)**

The following list of items shall be included in each fire alarm application for permit submitted to this office for review and approval.

Construction documents for fire alarm systems shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code; the International Building Code; and relevant laws, ordinances, rules and regulations, as determined by the fire code official.

- Occupancy type must be filled in according to the IFC Use and Occupancy Classification. **(Per Permit Application)**
- Officially assigned occupancy load
- Day Cares and Board and Care facilities-shall include the number of persons the facility is licensed for, the associated state licensing agency, and whether care is provided for on a 24-hour basis. **(IFC 907.1.1)**

- Schools- Plans shall reflect areas and classrooms that will be used for Pre-Kindergarten. Include in the description of work if the Pre-K is licensed through the Department of Education or Department of Health**. (IFC 907.1.1)**

- If a description of work is not included in the application for permit, it shall be stated in an attached letter. This information should be on company letterhead included with the submittal package to expedite the review process.

- Low voltage permit **(IFC 907.1.1)**

- Shop drawings shall include but not be limited to the following and shall be drawn on sheets of uniform size and include the following information:
  1. Name of owner/occupant
  2. Location, including street address
  3. Device legend with device counts
  4. Date

  (NFPA 72 7.4.4)

  Floor plan drawings shall be drawn to an identifiable scale and shall include, but not be limited to the following information:
  1. Floor identification
  2. Point of compass
  3. Graphic scale
  4. All walls and doors
  5. All partitions extending to within 18" of the ceiling
  6. Room description or use
  7. New and existing (if applicable) fire alarm device/component locations
  8. Locations of fire alarm primary power connection(s)
  9. Locations of monitor/control interfaces to other systems
  10. Riser locations

  (NFPA 72 7.4.5)
- Equipment technical data sheets**:** Cut sheets on all control panels and devices to be installed with zoning nomenclature if applicable. **(NFPA 72 7.2.1(5)**)

- Documentation for Central Station Service (if known at the time of review submittal): (e.g., UL or FM) for any system with required monitoring. This shall include:

  1. A copy of the FM placard request sheet or UL four-page alarm description worksheet (if applicable) with signatures from the alarm service company representative and the protected property representative or copy of the current UL certificate/FM placard. UL alarm system certificate request is no longer utilized by UL.
  2. A copy of the four-page Fire Alarm Description Worksheet.
     (IFC 907.6.6 amended)

  3. Point of connection permit application and required documentation (Items 1 and 2 above) for the monitoring of fire alarm systems shall be submitted to the Fire Prevention Bureau by the central station via the Develop 901/Accela Citizens Portal

and approved prior to monitoring of any new system or monitoring service takeover for existing systems.

Circumstances in which fire alarm/monitoring systems shall be upgraded to modern code compliance:

- System upgrades and/or additions of more than 25% of total device count.
- Change in use or occupancy classification.
  (FPB Memo March 27, 2012)

Monitoring 2021 IFC 907.6.6.3: Where monitoring of a fire alarm system is required in this jurisdiction, it shall be by an approved central station and shall be in accordance with the requirements of Fire Alarm Systems for Central Station Service as described in NFPA 72. The method of retransmission of signals shall be approved by the Fire Communications Bureau.

Runner service 2021 IFC 907.6.6.4: A runner or technician, as defined by NFPA 72, must be dispatched to the protected premises to arrive within 1 hour after receipt of a signal, when required to respond.

*Please check your submittal for the necessary items. ***Incomplete submittals will be rejected,*** and the application returned to the contractor.

*Note that the completed review of shop drawings is not intended to imply waiver or modification of any requirements of this code or any other applicable criteria, nor does it signify the final approval of any fire alarm system. All final approvals are subject to field verification.

Louis Hawthorne, AFM
Fire Prevention Bureau