



Third Party Fire Alarm System Submittal Checklist (Modification to Existing and Approved Systems - Add and Relocate 20 Fire Alarm Devices or less)

Office of the Fire Marshal
Baltimore City Fire Department (BCFD)
410 East Lexington Street
Baltimore, Maryland 21202

REQUIREMENTS ON PLANS: These are the minimum general requirements for a Fire Alarm System Submittal. Plans shall include all information applicable to project per the 2024 Baltimore City Building and Fire Related Codes.

- ☐ Owner / Project Name
- ☐ Project Street address, City and Zip Code
- ☐ Name, Address, Phone Number, License number of installer or contractor
- ☐ Verify Fire Alarm System is existing and approved. Provide corresponding Approved Permit Number.
- ☐ Indicate the Occupancy Classification and Use for this project
- ☐ The total number of DEVICES and COMPONENTS being installed
- ☐ Device Legend and Symbols in accordance with NFPA 170
- ☐ Scaled or fully dimensioned drawings that indicate:
 - 1) Floor or Level Identification
 - 2) Point of Compass
 - 3) Graphic Scale
 - 4) Location of all walls and doors
 - 5) Room and area description
 - 6) System devices/Component locations (New and Existing)
 - 7) Location of FACP and NAC Panel (as applicable). Verify a smoke detector is installed for protection per 2024 BCBFRC
 - 8) Location of monitor/control interfaces to other systems
 - 9) System Riser locations



- 10) Type and number of system components/ devices on each floor or level
- 11) Type and quantity of conductors and conduits for each circuit
- 12) Identification of any ceiling over 10-ft in height, where automatic fire detection is being proposed
- 13) Details of ceiling geometries, including beam and solid joists, where automatic fire detection is being proposed

- ☐ System Riser Diagram
- ☐ Control Unit Diagram
- ☐ Sequence of Operation Matrix
- ☐ System Calculations

- (1) Battery Calculations
- (2) Voltage Drop Calculations
- (3) Speaker Load and Spare Capacity Chart (as applicable)

ADDITIONAL REQUIREMENTS

- ☐ Manufacturer's cuts sheets for all new devices and system components

Signature of Third-Party Plan Reviewer:

I, the undersigned, have completed the above checklist noting all items and supporting documents that have been included for this project.

Signature of Third-Party Plan Reviewer

Date

Applicable Codes:

- 2024 Baltimore City Building and Fire Related Codes
- 2021 International Fire Code
- 2019 NFPA 72
- 2020 NFPA 70