

March 28th, 2008

RE: Fire Alarm Plan Submittals for Approval

Dear Fire Protection Contractor/Design Professional,

I would like to take this opportunity to introduce myself as the Fire Protection Engineer for the City of Des Moines Fire Department. I will be your primary contact for issues with plan review and fire protection engineering concerns. One of my first goals is to improve the overall level of compliance with fire alarm plan submittals. Many of the submittals that I have received have lacked items required by IFC 907.1.1. So I would like to ask you, the contractor, to work with me and improve the level of compliance in your submittals. It is my hope that improved submittals will yield faster turn-around times for approval letters and construction permits. Please assist me in plan review by ensuring that you have included at least the following in your submittals:

1. A floor plan which indicates the use of all rooms.
2. Locations of alarm-initiating and notification appliances.
3. Alarm control and trouble signaling equipment.
4. Annunciation.
5. Power connection.
6. Conductor type and sizes.
7. Voltage drop calculations.
8. Battery calculations.
9. Manufacturers, model numbers, and listing information for equipment, devices, and materials.
10. Details of ceiling height and construction.
11. The interface of fire safety control functions (sequence of operations).
12. Drawings that have plan notes that are pertinent to the project.
13. A completed plan review application. (A pdf version of the application is available by email or a paper copy is enclosed in this envelope).
14. A check or money order for the appropriate review fee.

Ensuring that all required documentation is submitted will expedite the plan review process, thereby allowing you, the contractors to start installation sooner. Submittals that do not include all required documentation may be returned and a re-submittal will be necessary to obtain a construction permit.

If you have any comments or questions regarding the above, please contact me @ (515) 237-1316 or e-mail jklund@dmgov.org . Your continued cooperation is greatly appreciated.

Sincerely,

Jonathan Lund, Fire Protection Engineer
Fire Prevention Bureau
Des Moines Fire Department