



Vestavia Hills Fire Department

Fire Alarm Installation & Renovations

All Fire Alarm systems shall comply with the Vestavia Hills Fire Department requirements and designed/installed in accordance with NFPA 72, NFPA 70, & International Code Council. Fire Alarm Systems shall be permitted by the Vestavia Hills Fire Marshal's office before any installation work has been implemented on the job site.

Failure to comply can result in a Stop Work Order, double permit fee and an additional fine of \$100.

When plans submittal and permitting are required?

Two (2) sets of paper plans & one (1) electronic plan, stamped by an Engineer licensed by the State of Alabama, shall be submitted to Vestavia Hills Fire Marshal's office for all new installation of fire alarm systems and /or when ten (10) devices or more are to be added or relocated and/or when the main panel is replaced. For anything less than ten (10) devices a letter shall be submitted, on the company letter head, with shop drawings to the Vestavia Hills Fire Marshal's office with details of when and where the changes and/or additions are to be made or to be added to the buildings permanent file.

All plans must include:

- Permit Application
- Scope of work
- All property information (i.e. Business Name, Address, Installer Contactors Phone Number and email address).
- Graphical Information (i.e. Scale, Points of Compass, Match lines if applicable).
- All fire alarm devices and their respective location(s).
- All standards that the system was designed to.
- Signed and sealed or stamp of review by a qualified Alabama licensed professional engineer.

Fire Alarm systems items to address:

- Installation or work on a fire alarm system requires properly certified individuals or companies to perform the specified scope of work.
- A stamped copy of Fire Alarm Systems plans and Vestavia Hills Fire Marshal's office Permit shall be on site at all times during construction and installation.
- The fire alarm room shall be properly identified. (Fire Alarm, ETC.)
- Fire alarm rooms that do not have conditioned air shall have a dehumidifier installed that is hard wired (No Plugs).
- A fire alarm document box shall be located close to the main alarm panel.
- A Knox Box, in an approved location by the AHJ, shall be permanently mounted to the building.

Acceptance test:

- Alarms shall not be put in to service until an acceptance test is completed with the Vestavia Hills Fire Marshal's office.
- When ten (10) devices or more are added or relocated and when the main panel is replaced an acceptance test is required and a certificate of completion shall be submitted to the Vestavia Hills Fire Marshal's office.
- When the dialer is replaced an acceptance test and dialer certification shall be submitted to the Vestavia Hills Fire Marshal's office.

The fire alarm system will be considered in-service at the completion of the Acceptance test by the Vestavia Hills Fire Marshal's office.

This document is not a list of every requirement and does not prevent the Fire Marshal or his representative from hereafter making corrections in plans or construction issues.

Vestavia Hills Fire Marshal's office
1032 Montgomery Highway
Vestavia Hills, AL 35216
Office: (205) 978-0218 Fax: (205) 978-0205



City of Vestavia Hills, Alabama Department of Building Safety

FIRE SYSTEM CONSTRUCTION PERMIT

FIRE SYSTEM PERMIT # _____ BUILDING PERMIT # _____

JOB ADDRESS _____

SUBDIVISION _____ LOT _____ BLOCK _____

OWNERS NAME _____

TYPE OF IMPROVEMENTS		DESCRIPTION OF WORK
<input type="checkbox"/> FIRE SPRINKLER	<input type="checkbox"/> OTHER Please explain _____	_____
<input type="checkbox"/> SUPPRESSION SYSTEM	_____	_____
<input type="checkbox"/> HOOD	_____	_____
<input type="checkbox"/> ALARM SYSTEM	_____	_____
<input type="checkbox"/> STAND PIPE	_____	_____

OCCUPANCY TYPE			WORK TO BE DONE IN
<input type="checkbox"/> ASSEMBLY	<input type="checkbox"/> HIGH HAZARD	<input type="checkbox"/> STORAGE	<input type="checkbox"/> NEW BUILDING
<input type="checkbox"/> BUSINESS	<input type="checkbox"/> INSTITUTIONAL	<input type="checkbox"/> UTILITY & MISC.	<input type="checkbox"/> BUILDING ADDITION
<input type="checkbox"/> EDUCATIONAL	<input type="checkbox"/> MERCANTILE		<input type="checkbox"/> EXISTING BUILDING
<input type="checkbox"/> FACTORY & INDUSTRIAL	<input type="checkbox"/> RESIDENTIAL		<input type="checkbox"/> OTHER _____

ELECTRONIC COPY OF PLANS ARE REQUIRED

PERMIT FEE: \$9.00 PER \$1,000 PLUS \$41.00 ISSUANCE FEE (Minimum Fee \$50.00)

CONTRACT COST \$ _____

PERMIT FEE \$ _____

I HEREBY CERTIFY THAT I HAVE READ THIS APPLICATION AND THAT ALL INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT AND THAT I AGREE TO COMPLY WITH ALL CITY ORDINANCES AND STATE LAWS REGULATING FIRE SYSTEM INSTALLATION. I AM THE CONTRACTOR ACTING AS THE OWNER'S AGENT FOR THE HEREIN DESCRIBED WORK.

Signature of Contractor or Authorized Agent DATE _____

COMPANY NAME _____ E-MAIL _____

ADDRESS _____
STREET STATE ZIP CODE PHONE #

FOR OFFICE USE ONLY	
REVIEWED _____ <i>FIRE MARSHAL</i>	NOTES: _____
DATE _____	_____