



# Clark County Department of Building & Fire Prevention

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## FIRE PREVENTION PERMIT GUIDE

### Fire Alarm – Four (4) Devices or Less or Emergency Panel Replacement

This guide is to assist in the permitting process for a fire alarm system with four devices or less or an emergency panel replacement. A permit is required for the installation or modification of a fire alarm system per section 105.7.7 of the IFC.

#### **APPLICABLE CODES:**

The following codes and standard apply to this permit:

- *National Fire Alarm and Signaling Code*, NFPA 72, 2016 edition
- *International Fire Code* (IFC), 2018 edition
- *Clark County Fire Code Amendments*, (CCFC) 2018 edition

Fire alarm systems shall be installed and/or modified in accordance with Section 907 of the IFC, as amended by the CCFC. The design shall be in accordance with NFPA 72.

**Link to CCFC** - See the amendments to codes and standards using the link below:

[https://cms8.revize.com/revize/clarknv/Building%20&%20Fire%20Prevention/Codes/ClarkCounty\\_FireCodeAmendments2018.pdf?t=1598331770575&t=1598331770575](https://cms8.revize.com/revize/clarknv/Building%20&%20Fire%20Prevention/Codes/ClarkCounty_FireCodeAmendments2018.pdf?t=1598331770575&t=1598331770575)

#### **SUBMITTAL REQUIREMENTS:**

**These submittal requirements are not all inclusive, nor are they a limit to the extent of the information, etc., which may be necessary to properly evaluate the submitted plans and documents. Not all items may apply to your project.**

- 1. Letter of Intent:** A letter can be submitted to permit the installation or modification of a maximum four (4) fire alarm devices and the initial rough electrical inspections to occur. **A plan is required to be submitted and approved prior to final fire inspections (the letter shall state this).**
  - a. The letter shall include:**
    - i. Name and address of property
    - ii. Contractor's contact information and contractor's license numbers
    - iii. Building permit # associated with the scope of work
    - iv. Detailed scope of work (including input/output sequence associated with the device)
    - v. Manufacturer's make and model number for all devices
- 2. Letter for the Emergency Panel Replacement:** A letter can be submitted to permit the emergency replacement of a fire alarm panel failure and for the initial rough electrical inspections to occur. **A plan is required to be submitted and approved prior to final fire inspections (the letter shall state this).**
  - a. The letter shall include:**
    - i. Name and address of property
    - ii. Contractor's contact information and contractor's license numbers
    - iii. Building permit # associated with the scope of work
    - iv. Detailed scope of work and description of what is wrong with the existing panel (the use of a letter for a panel replacement is allowed only when the existing panel is either completely down or has unrepairable troubles that would significantly affect the panel operation)
    - v. Manufacturer's make and model number for all equipment
    - vi. List of impairment procedures that shall be followed from Appendix P of the CCFC

3. **PLANS (Four devices or less):** to be designed to an indicated architectural scale, sized 30" x 42" and saved to a PDF file. Plans shall include all information applicable to project per NFPA 72, Section 7.4, as amended by the CCFC.
4. **PLANS (Panel replacement):** to be designed to an indicated architectural scale, sized 30" x 42" and saved to a PDF file. Plans shall include all information applicable to project per NFPA 72, Section 7.4, as amended by the CCFC. If existing system drawings cannot be provided, as-built plans need to be re-created. The as-built plans only need to show device locations for all areas served by the panel and do not need to show circuiting, wire labels, or EOL locations. For the emergency panel replacement, battery calculations would be required, but voltage drop and power loss calculations would not be required.
5. **CALCULATIONS:** Voltage drop calculations on the plans per NFPA 72, as amended by the CCFC and NFPA 72, Section 18.3.2.4. Provide speaker power loss calculations on the plans per NFPA 72, as amended by the CCFC and NFPA 72, Section 23.8.6.5.1. Provide battery calculations for all panels and power supplies per NFPA 72, Section 7.4.10.
  - a. For an existing notification appliance circuit where new appliance(s) are being added to the circuit, voltage drop calculations will need to be produced. For an existing notification appliance circuit where no new appliances are being added to the circuit, voltage drop calculations will need to be produced either when the circuit modification adds load to that existing circuit or when the circuit is being extended by more than 10 feet. When voltage drop calculations are required, the entire existing modified circuit(s) shall be shown on the plans. Unless all the new and existing appliances on a modified circuit utilize the UL-listed current draws at 16 volts, the allowable voltage drop for the notification appliance circuit shall not exceed two (2) volts.
  - b. For an existing speaker circuit, power loss calculations shall be produced either when the circuit modification adds wattage to that existing circuit or when the circuit is being extended by more than 10 feet. When power loss calculations are required, the entire existing modified circuit(s) shall be shown on the plans.
6. **MATERIAL DATA:** Provide manufacturer's specification sheets for all components.
7. **SUPPORTING DOCUMENTS:** Provide documents that support the design. These would include a copy of an approved Fire Protection Report (FPR)/Alternative Material and Method Report (AMMR), a copy of the originally approved plans, a description of the requirements from the original code of record, and existing component specification sheets that affect system performance.
8. **Plans to be REVIEWED AND SIGNED** by a NICET Level 2 Designer in Fire Alarm Systems or a Nevada registered professional engineer working in their area of expertise (per Section 901.2.2. of the CFCC). **Submittals shall include the designer's name, certification number and signature, and shall also include the licensee's name, contractor's license number, Nevada State Fire Marshal number, and signature.**

### **HOW TO SUBMIT:**

Plans are to be submitted electronically. Paper plans are no longer accepted. Files should be uploaded via the Clark County Citizen Access Portal: <https://citizenaccess.clarkcountynv.gov/CitizenAccess/Default.aspx>

**Consolidate** your pdfs and upload your submittal into the required categories that apply to your project shown above; **Plans, Material Data and Supporting documents.**

### **COMMUNICATION:**

Once your plans are submitted, you will receive a permit number (Example: FP20-00000). Plan status can be viewed by logging into your account in the Citizen Access Portal and typing in your permit number <https://citizenaccess.clarkcountynv.gov/CitizenAccess/Default.aspx>.

**CONTACT PERSON ON APPLICATION:** Ensure that the correct contact person is provided on the application. This will be the correspondent who receives email updates and correction comments, once plan is submitted.  
**ADDITIONAL INFORMATION NEEDED:** If you receive this request, Fire Intake has reviewed your submittal and there is additional information needed for the review to proceed. It will be placed back in the review queue as soon as the additional information is received.

**PLANS APPROVED:** Once plans are approved and fees are verified, an email will be sent to the contact person. Inspections are scheduled after any outstanding **fees** are paid.

**PLANS-CORRECTIONS REQUESTED:** Once corrections are issued, an email will be sent to the contact person. Customers should log-in to the Citizen Access Portal and download the red-lined plans and plan review comments.

**FIRE PLAN REVIEW STAFF CONTACT LINK:**

<https://cms8.revize.com/revize/clarknv/Building%20&%20Fire%20Prevention/Phone/Fire%20Prevention%20Contact%20LIST.pdf?t=1598331557874&t=1598331557874>

**RE-SUBMITTALS AND REVISIONS:**

1. **CORRECTIONS:** Corrected plans are to be submitted using the Citizen Access Portal. A letter describing the changes shall be provided with your revised submittal. **Please Note:** The red-lined plans are already in the file and do not need to be uploaded again.
2. **REVISIONS:** If plans are revised after approval, revisions will need to be submitted and approved prior to **FINAL** system acceptance. Revisions are to be submitted the same manner as originally submittal. The following items should be included with a revision:
  - All changes should be **clouded and keyed** to plan revision # (FP20-00000-R001).
  - If any devices are added, or circuits modified, **revised** calculations will need to be provided.
  - A revision letter shall also be provided indicating what changes were made and where they occur.
  - A copy of the original, approved plans should be included.

**Link to CITIZEN ACCESS HOW-TO-GUIDES:**

[https://www.clarkcountynv.gov/government/departments/building\\_fire\\_prevention/citizen\\_access\\_knowledge\\_base.php](https://www.clarkcountynv.gov/government/departments/building_fire_prevention/citizen_access_knowledge_base.php)

**SUBMITTAL SERVICE LEVEL OPTIONS/FEE SCHEDULE:**

Service levels, base fees and expected plan review due dates are established at the time of submittal. Different plan review service levels are available depending on scope of work, fees and staff availability. All service levels may not be available. Plans are reviewed in the order received according to the expected due date. Note that due dates cannot be guaranteed. Refer to Section 106.6 of the CCFC for additional information on fees.

**INSPECTION OPTIONS/INSPECTION SCHEDULING:**

[https://www.clarkcountynv.gov/government/departments/building\\_fire\\_prevention/inspection/schedule\\_an\\_inspection.php](https://www.clarkcountynv.gov/government/departments/building_fire_prevention/inspection/schedule_an_inspection.php)