



## Boston Fire Department Fire Alarm System Permit Guidelines

**All of the following information is required at the time of submittal in order for the application to be accepted.**

### **1. Plans with device locations, room labels and scale noted.**

Plans should be submitted as a fire alarm layer only; other electrical components should not be shown. Where more than one type of visual appliance is specified, the candela of each should be noted as a subscript to the device on the drawings. **Provide necessary information regarding ceiling heights and ceiling construction details.** A riser diagram is required for each system.

### **2. Manufacturer's cut sheets for all equipment.**

Manufacturer's cut sheets are checked for UL listing, compatibility and to double-check battery calculations. Be sure this information is available.

### **3. Complete battery calculations back to main panel.**

All initiating devices and notification appliances should be included. If this is an addition to an existing system, the ability of the existing panel to accept the addition of a zone or devices should be shown. **Submit voltage drop calculations in addition to battery calculations.**

### **4. Narrative describing scope of work and basis of design.**

The narrative should briefly but completely address the scope of work being done. The information provided should explain the scope of the entire project and why the fire alarm work arose, not just the extent of the fire alarm work. Information should include complete building description including the occupancy type(s) per 780 CMR Chapter 3 (use groups), building height and number of stories, and occupancy separations, as well as the code which the fire alarm system is designed under. If the designer is taking advantage of exceptions within the State Building Code, this should be addressed here. **Describe all non-required systems and components.**

### **5. Sequence of Operations for alarm system.**

This information is now required on the plans per 780 CMR 907.1 and will describe all functions that interface with the fire alarm control panel including and not limited to how the initiating devices report an alarm condition to the building occupants and/or the fire department. Additional controls by the fire alarm system, such as elevator recall and smoke control should be addressed. **Submit an input/output matrix.**

- Plans will be assigned a "document number" which is used for internal tracking purposes only. All contact or information between an applicant and the Boston Fire Department concerning a set of plans should always reference the assigned document number.
- Locations requesting a Masterbox installation must have the designer or installer contact the Superintendent of Fire Alarm, 617-343-2060, prior to beginning installation.

**Permits are valid for one year after approval. Contact 617-343-2043 for extensions.**







**Boston Fire Department  
Emergency Management Division  
Internal Systems  
1010 Massachusetts Avenue – 4<sup>th</sup> Floor  
Boston, MA 02118**

**Request for Fire Alarm Acceptance Test  
In accordance with Fire Prevention Order 11-1**

**Document Number:** \_\_\_\_\_

This is to certify that the fire alarm system located at:

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has been 100% inspected, and functions in complete compliance with the system specifications and manufacturer's recommendations.

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*Fire Alarm Service Company*

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*Authorized Service Manager*

*Date*

**Note:**

- A dated copy of the completed 100% test documentation and NFPA Record of Completion must be submitted with this request.
- A minimum of five days is required to schedule the required Boston Fire Department testing after receipt of this form.
- Normal test hours are between 8:00 am and 4:00 pm on weekdays.
- In the event that the fire alarm system fails Boston Fire Department testing, reimbursement to the City of Boston for costs associated with the initial test may be required prior to scheduling a re-test of the system.
- To schedule an inspection call 617-343-2896