



## Commercial Fire Alarm Permit Submittal Checklist

### Required Information

- Completed Fire Alarm Permit Application with a clear description of work and valuation;
- Completed Electrical Permit Application, signed by an authorized electrician;
- Floor plans indicating the use of all rooms with a bar scale on each sheet;
- A signature by the general supervising electrician, general journeyman electrician, or a Class A Limited Energy Technician, if employed by an electrical contractor and acting as a signing supervisor, should be provided on all plans and layouts for the electrical portions of a fire protection system OR plans should be stamped by an architect or engineer registered and licensed to practice in the State of Oregon (may be waived upon approval for minor work);
- Documents for deferred submittal items should be submitted to the registered design professional in responsible charge who will review them and forward them to the Building Official at [Permits@Hillsboro-Oregon.gov](mailto:Permits@Hillsboro-Oregon.gov) with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building;
- Manufacturers cut sheet, model numbers and list information for equipment, devices and materials;
- Battery Calculations;
- Voltage drop calculations;
- Locations of existing and new alarm-initiating and notification appliances;
- Location of the existing and proposed Fire Alarm Control Panel (FACP);
- Location of the existing and proposed annunciator panel;
- Power connection;
- Conductor type and sizes;
- Details of ceiling height and construction;
- The interface of fire safety control functions matrix.

### Development Services & Permitting Center

Email [Permits@Hillsboro-Oregon.gov](mailto:Permits@Hillsboro-Oregon.gov) Phone 503-681-6153 Fax 503-681-5250 Web [Hillsboro-Oregon.gov/Permits](http://Hillsboro-Oregon.gov/Permits)