



Commercial Fire Alarm Title Sheet/ Submittal Requirements

Project Name
Project Address
Index of Drawings
Project Abbreviations
General Symbols
Material Symbols

Contractor, Owner, Architect Contact Information

Name
Address
Phone Number
Email

Location of Work

Project Data

List Local City of Highland Park Code Information & Amendments
Number of Stories
Square Foot of Building
Square Foot of Area of Work

Occupancy Classification

Type Fire Alarm System

Construction Documents Information (Five Completed Sets):

1. A floor plan which indicates the use of all rooms.
2. Locations of fire alarm –initiating and notification appliances.
3. Alarm control and trouble signaling equipment.
4. Annunciation.
5. Power connection.
6. Battery calculations.
7. Conductor type and sizes.
8. Voltage drop 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.
12. Plans must be to scale and include a scope of work outlining details of the project.
13. Catalog cut sheets must be provided and highlighted for all components to be installed.
14. Specific details must be provided regarding the offsite monitoring of the system including type of transmission means and name and location of receiving station.
15. All wiring information must be shown on the plans including size, type, and all point to point wire runs.
16. Complete battery back up calculations must be provided that clearly note battery size to be provided.
17. Voltage drop calculations for notification devices must be provided.

The above items are subject to change (less or more information may be needed) due to the project/ scope of work.

Submit the above information to:

George Norberg
1150 Half Day Road
Highland Park, IL 60035
Commercial Plan Reviewer/Inspector
847-926-1165 office
gnorberg@cityhpil.com

We appreciate your corporation with the above requirements.

May 1, 2009

