Roseville Fire Department

Fire & Life Safety Division

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FIRE ALARM SYSTEM PERMIT

Electronic Submittal Checklist

Please initiate a pre-application in the Online Permitting Services (OPS) Portal and select the following scope of work descriptions from the drop downs.

Note: Panel Replacement Requires a New System Permit

- Commercial
- Add or Remodel a Fire System
- Fire Alarm System

Enter your project information and attach the following items. Be sure to select the document type as identified below. All attachments must comply with the following:

Document Submittal Requirements

Roseville Fire Standards and Ordinances

DOCUMENTS

- ☐ Fire Plan Submittal Application Form

PLANS

- ☐ Plans shall be in accordance with the Roseville Fire Department's Automatic Fire Alarm System Standard located at the following link: Automatic Fire Alarm Systems
- ☐ Complete plan set, stamped and signed by the preparer, with the appropriate stamp and/or license number on all sheets, when applicable. (Electronic Signatures Accepted)
- ☐ Scope of Work.
- ☐ Floor plan indicating the use of all rooms.
- ☐ Locations of alarm-initiating devices.
- ☐ Location of fire alarm control unit, transponders and notification power supplies.

TECHNICAL DOCUMENTS

- ☐ Battery calculations.
- ☐ Voltage drop calculations.
- ☐ Manufacturers' data sheets indicating model numbers and listing information for equipment, devices and materials.
- ☐ The City of Roseville requires a UUFX type Central Station Certificate for all buildings with fire alarm panels. This means that the monitoring company is a UL listed monitoring company and the installing company is a UL listed fire alarm service, geographically located within two-hours of the City of Roseville and able to issue UUFX type certificates through UL provided at time of final inspection.

Once your pre-application has been processed, you will receive a request for payment of your plan review fees. Please note, your submittal will not be distributed to applicable City departments and the plan review period will not begin until payment has been received.

We encourage all applicants to utilize the OPS Portal to submit, but applicants may also submit in person at the Permit Center. To submit at the Permit Center, please provide the items listed above on a USB drive or similar data storage device.