

# City of Steamboat Springs Fire Prevention Services

## Fire Alarm System Inspection Requirements

### GENERAL (FOR ALL INSPECTIONS)

**No partial inspections are allowed unless pre-approved by the Fire Marshal.**

- ❑ **Prior Notice:** Inspections must be called in at least 24 hours in advance. The inspection request number is **871-8216**. You will need to give the project name, job address, contractor, permit number and type of inspection. Inspections are scheduled on a first come, first served basis.
- ❑ **Plans:** An original set of stamped and approved plans must be on the job site at all inspections. Work to be inspected shall be in accordance with approved plans. **(NO PLANS-NO INSPECTION!)**
- ❑ **Equipment and Personnel:** The contractor shall supply all needed personnel and equipment to complete the inspection. (ie. Smoke, ladders, heat gun, radios, etc..) Special tools for opening duct detectors, flow switches, tamper switches, pull stations or any other devices shall be provided. If the contractor does not have all required tools, the inspection will stop and the contractor will have to reschedule the inspection and will be charged for another inspection.

### Rough Inspections

- ❑ A separate rough alarm inspection shall be done checking device location and wiring.
- ❑ All items listed under General heading are required at the time of a rough inspection.

### Final Inspections

- ❑ All items listed under General heading are required at the time of a final inspection.
- ❑ All devices are tested for alarm and supervision at final inspection.
- ❑ **All Points List:** An all-points list shall be provided by the Contractor at the time of the acceptance test. This list is provided for accurate testing of devices. **(NO ALL POINTS LIST-NO INSPECTION!)**
- ❑ **Labeling** - All fire alarm panels, remote annunciators, red remote indicating lights and firefighter telephone jacks shall be labeled. Labels shall be word graphic, of a durable material and permanently attached. Engraved plastic labels are recommended. Temporary labels for new fire alarm installations **WILL NOT BE ACCEPTED.**
- ❑ **Key Lock Box** - Key boxes are required and shall be installed in such a manner so that water, ice or dirt will not effect its ability to be opened. The location shall be approved by the Fire Marshal. Key boxes shall be included as a part of the alarm system installers bid. If lockbox is not furnished by the alarm contractor, you may obtain an order form from Fire Prevention to order direct from the manufacturer.
- ❑ **Telephone:** At time of final inspection, there shall be a working telephone at the control panel.
- ❑ **Monitoring and Service Identification Tag** - A label identifying the company name, address, business telephone and 24 hour telephone shall be provided. This label shall be self-adhesive and placed on the front of the primary fire alarm panel.
- ❑ **Certification Form** - At time of final fire alarm inspection, a Certification Form shall be completed and submitted to the Fire Marshal.
- ❑ **Registration Form Requirement** - At time of final fire alarm inspection, a Registration Form for Automatic Fire Alarm Systems shall be completed and submitted to the Fire Marshal as specified in Steamboat Springs City Ordinance #1038.