



THE CITY OF KEY WEST BUILDING DEPARTMENT

CHECKLIST FOR ALARM SYSTEM PERMIT APPLICATION

PERMIT APPLICATION –

- Property address
- Owner's name and contact information
- Contractor's name and contact information
- Qualifier's name and contact information
- Proof of ownership (MCPAO property record card or deed)
- Job valuation (including all overhead, labor, and cost of materials)
- Detailed description of the scope of work

REQUIRED PLANS AND DOCUMENTATION WITH APPLICATION –

- Signed and sealed plans including, but not limited to the following:
 - Fire alarm plan for each floor
 - Riser diagram
 - Occupancy class of each area or room
 - Symbol legend(s) showing the meaning of all symbols for device and equipment identification
- Manufacturer's product information

NOTES –

- A recorded Notice of Commencement (NOC) is required for projects valued at \$5,000 or more prior to scheduling the first inspection
- Licensed State of Florida Electrical Contractor
- This checklist should not be considered all-inclusive. Additional information may be required. Use of this checklist will not eliminate the requirement for a good knowledge and understanding of NFPA 72, National Fire Alarm and Signaling Code, and/or other appropriate NFPA standards.
- Please contact the Key West Fire Department – Fire Marshal's Office for scheduling inspections and/or additional questions or concerns. 305-809-3935

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process.