



SHAKOPEE FIRE DEPARTMENT

Fire & Life Safety for a Growing Community



FIRE ALARM SYSTEMS

Policy #09-2000 (01/01/2014) (2007 MSFC)

General Requirements

1. Permits are required for all fire alarm systems. Permit applications are available from the Shakopee Fire Department. Applications are also available on-line at www.ShakopeeMN.gov.
Exception: Single-family residences
2. Plans shall be submitted to the Shakopee Fire Department for review and approval. A minimum of two (2) sets of plans along with one (1) printed copy of the battery calculations, one (1) printed copy of the product specification sheets and a sequencing plan for each device shall be provided. A copy of the plans, the battery calculations, the sequencing plan and product specification sheets shall be submitted in a PDF formatted file. The file may be provided on a CD or e-mailed to the Shakopee Fire Department at firesafety@ShakopeeMN.gov.

The contractor shall submit a permit application and appropriate permit fee, plan review fee and state surcharge fee to the City of Shakopee. Send or drop off permit application and permit fee to:

US Mail

City of Shakopee
Fire Department
129 Holmes St. S.
Shakopee, MN 55379
Phone: 952-233-9570

Hand Delivery

Shakopee Fire Department
2700 Vierling Drive E.
Shakopee, MN 55379

3. Early work authorization will be provided upon receipt of a permit application to the Shakopee Fire Department. **No work shall be started without an early work authorization.** Failure to apply for a permit prior to commencement of work will result in an investigation fee being added to the base permit fee in accordance with the City of Shakopee Fee Schedule.
4. Fire alarm systems shall meet the requirements of the currently adopted and approved edition of NFPA 72.
5. All components of the system shall be UL Listed for the application and installed per the appropriate codes and manufacturer's specifications.
6. All fire alarm systems shall utilize an addressable fire alarm panel.
Exception: A zoned panel may be allowed when the system is limited to monitoring of a special hazard or fire sprinkler system only and there are no other devices requiring monitoring.
7. The fire alarm system shall monitor all fire protection equipment. This shall include yard or wall post indicators, sprinkler system valves, flow switches, fire department keybox and any other fire protection devices as may be required.
8. Approved audible/visual fire alarm notification devices to alert occupants shall be provided in the interior of the building in a normally occupied location.
 - a. In multiple tenant buildings a visual notification device shall be located in each tenant space.

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Mailing Address: 129 Holmes Street South – Shakopee, MN 55379 – Phone: 952-233-9570 – Fax: 952-233-3857

Station #1: 2700 Vierling Drive East

firesafety@ShakopeeMN.gov

TTY: 952-233-3837

Station #2: 1001 Vierling Drive West

www.ShakopeeMN.gov

9. A keybox of a type approved by the Shakopee Fire Department/Shakopee Fire Department shall be placed on all buildings regardless of occupancy.
Exception: 1 or 2 family residences and non-rental multi-family dwellings
10. The Fire Alarm Control Panel (FACP) shall be located at the approved "Fire Access" location within the facility.
Exception: If the FACP is remotely located a full function annunciator panel shall be provided at the "Fire Access" location.
11. The Fire Alarm Control Panel (FACP) shall be located so that they can be serviced while standing on the ground and shall be provided with a working space of not less than 30 inches in width, 36 inches in depth and 78 inches in height.
12. Duct smoke detectors located in normally non-visible locations (ie: roof or above finished ceiling) shall be provided with remote test indicators and reset controls. Duct smoke detectors shall provide a supervisory signal at the alarm panel. Refer to Policy #22-2006 for additional information.
13. Heat detectors installed in areas with an automatic sprinkler system shall have a lower temperature rating than the sprinkler heads in the same area.
14. Tamper devices (lock-on) shall be installed on all circuit breakers used for life safety systems.
15. Manual pull stations shall be of the key resettable type, utilizing the same key as the fire alarm panel.
16. Manual pull stations located in areas accessible to the public shall be provided with tamper-resistant covers. The cover shall provide an audible notification when opened.
17. All detection devices, including duct smoke detectors shall be point addressable. Manual pull stations shall be point addressable.
18. Central Station Service in accordance with NFPA 72 shall be provided. All signals shall be transmitted through a UL Listed communicator or NFPA Listed control panel. All Central Stations shall be UL Listed.
19. A UL Certificate for Central Station Service (UJFX) is required for all systems. The UL Certificate shall be current and is required for the life of the alarm system. All systems shall be inspected and tested at least annually.
20. The Shakopee Fire Department will not approve a Final Certificate of Occupancy for any building until a copy of the U.L. Certificate is received in our office.
21. Written operating instructions shall be provided to the property owner (or his/her authorized agent) and shall be placed with the fire alarm control panel. A detailed zone map shall be posted next to the fire alarm panel and annunciator panel (if applicable). A copy of said maps shall be submitted to the Shakopee Fire Department for approval. An acceptable zone map shall include the following information:
 - a. Minimum size of 8-1/2" x 11" and shall be clear and legible
 - b. Framed and mounted or protected by other acceptable means
 - c. Simplified floor plan map showing zone locations.
 - d. Map shall indicate location of alarm panel and annunciators and all devices and related controls. If symbols are used to indicate devices a symbol map shall be provided.

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22. The Shakopee Fire Department shall be contacted for final system inspection. Appointments can be made by calling the Shakopee Fire Department at 952-233-9570 between the hours of 8:00 am and 4:30 pm, Monday through Friday. Please arrange tests at least 24 hours in advance. Completed copies of the "Fire Alarm System Record of Completion" form shall be provided to the Shakopee Fire Department upon job completion.
23. The minimum inspection will include:
 - a. Function test for proper operation of each device. Use of a magnet is not allowed.
 - b. Sensitivity tested as required per manufacturers specifications.
 - c. Random testing for system trouble.
 - d. Random testing for ground fault trouble.
 - e. Correct operation on battery or standby power.

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