



## FIRE ALARM PLAN REVIEW SUBMITTAL CHECKLIST

CITY OF LACONIA FIRE PREVENTION DIVISION  
848 NORTH MAIN STREET, LACONIA, NH 03246

Call (603) 524-6881 for appointments and information

**FIRE  
PREVENTION  
Fire Alarms**

**200-1-C**

March, 2025

These requirements apply to all fire alarm systems installed for the purpose of providing automatic fire detection and reporting in accordance with the Code of Ordinances of the City of Laconia. The Department will provide guidance toward meeting those requirements, which are determined to be applicable to specific installations.

- \_\_\_\_ Present a conceptual plan to the Laconia Fire Department, Fire Prevention Division.
- \_\_\_\_ Set up discussion meeting(s) if required to define the proposed system.
- \_\_\_\_ Obtain a Permit Application for "Installation of a Master Fire Alarm System" where required. Applications can be obtained at the Central Fire Station at 848 North Main Street in Laconia.
- \_\_\_\_ Submission of completed application and fees:
- \_\_\_\_ Submission of a complete set of plans for review:
  - \_\_\_\_ Floor plan(s), drawn to scale, showing all device types, device locations, and zoning. (Digital copies of plans are acceptable)
  - \_\_\_\_ Site plans showing all underground wiring, conduits and pedestals.
  - \_\_\_\_ Wiring Riser Diagram.
  - \_\_\_\_ End of Line device locations.
  - \_\_\_\_ Complete equipment list and specifications, one (1) copy to be retained by Laconia Fire.
  - \_\_\_\_ Designation of the type of OCCUPANY as defined by the IBC Building Code, and as determined by the Code Enforcement Officer of the City of Laconia.
  - \_\_\_\_ An all-inclusive maintenance agreement is provided.
- \_\_\_\_ Inspection of all wiring and devices is required, including underground conduits before closing the trench. A minimum of 24-Hour notice is necessary to schedule and inspection.
  - \_\_\_\_ Final inspection before connection to the Municipal Fire Alarm System or to an Approved Central Station.
- As built plans for the completed fire alarm system shall be available during the final inspection and shall be submitted to the Laconia Fire Department upon completion of the final inspection.
  - \_\_\_\_ Show all device locations as installed.
  - \_\_\_\_ The riser diagram as installed.
  - \_\_\_\_ A site plan showing all underground cable, conduit, wire type, and "tie" dimensions to be able to locate them later.
  - \_\_\_\_ Other information required by Part 200 that has been revised from the drawing package submitted to and accepted by the Laconia Fire Department.