

# Fire Alarm Plan Submittal Instructions

## Submitting Plans

The Idaho State Fire Marshal's Office provides plan reviews for fire alarm systems at no cost to the building owner, contractor or authority having jurisdiction. Plans, documents and application are to be submitted to [sfm.planreview@doi.idaho.gov](mailto:sfm.planreview@doi.idaho.gov). Clarify in the subject line the project name and city. Projects may take more than one email because we are limited to 29MB maximum. Resubmittal plan review is required for any changes, modifications, addendums, and/or supplemental instructions to the approved set of plans after the date of approval.

## State Owned Buildings

Submittals must include:

- Information identified in the adopted version of the International Fire Code section 907.1.2 and NFPA 72, 7.4.4 through 7.4.10.
- Plans must be scaled to 1/8 inch.
- Completed reviews and approval letter will emailed to the applicant listed on the plan review application.

## Other Buildings (NOT STATE OWNED)

The fire alarm contractor MUST contact the local fire jurisdiction before submitting to the state. Only at the request of the local jurisdiction will plans be accepted for review (See Idaho Code 41-257). Completed reviews and approval letter will emailed to the applicant listed on the plan review application and the AHJ (Authority Having Jurisdiction).

## Applications

The Fire Alarm Plan Review Application is required for every submittal. All sections of the application shall be correct and completely filled out. The applicant is responsible to ensure that design specifications and plans are complete and compliance with the requirements of the current adopted International Fire Code and NFPA 72

## Review Timeframe

Every effort will be made to complete plan reviews within three weeks. The quality of the submitted plans affects the quality of the plan review and the ability to shorten turnaround time.