

# FIRE PROTECTION SYSTEMS

## (AUTOMATIC FIRE DETECTION SYSTEMS & FIRE ALARM SYSTEMS)

Hamilton County Planning and Development, Room 801 County Administration Building, (513) 946-4550

### I. WHEN IS A PERMIT REQUIRED FOR FIRE PROTECTION SYSTEMS?

A permit is required for any new fire protection system and also for alterations and additions to existing systems.

### II. WHAT REGULATIONS MUST I MEET?

Contact the following agencies:

Hamilton County Department of Building Inspections (*OBC, NFPA, HCBC*) (513) 946-4550

Inspection Bureau Inc. (*NEC*) (513) 381-6080

Applicable Fire Department (*IFC*)

### III. HOW DO I OBTAIN A PERMIT?

Complete an application for a fire protection permit and submit four copies of plans for review (six sets of plans for a fire alarm), to the Department of Building Inspections, Room 803 County Administration Building, 138 E. Court Street, Cincinnati, Ohio, 45202. A non-refundable plan processing fee must be paid at the time of application. Contact a Building Department Permit Specialist for details prior to submitting.

**NOTE:** Filing of application for a fire alarm permit does not constitute permission to begin the work.

An acceptable set of plans shall include the following:

- A. An index of all drawing and calculation sheets .
- B. Floor Plan - Drawn to scale showing:
  1. Use of all spaces.
  2. Ceiling heights and shapes.
  3. Locations of all new and existing devices and controls.
  4. Description of types of devices.
  5. Symbol list and equipment identification showing:
    - a. symbols used on drawings.
    - b. symbol description (key or legend).
- C. Riser Diagram - Showing:
  1. Zones.
  2. Devices in each zone.
  3. Devices required in HVAC systems.
- D. Designer's state certification number and inked signature on all pages and calculations.  
State of Ohio requires certification per Section FM-500.5 of the Ohio Fire Code.
- E. Manufacturer's Information (specifications for all equipment devices, controls and standby power supply, highlight or mark appropriate model number).
- F. Sequence of Events/Operations (Text or Chart Form)  
i.e., upon activation what actions occur, what device goes into alarm.

- G. Method of Supervision - Showing name, location and UL certification of the supervising service.
- H. Compliance with Ohio Accessibility Guidelines.
- I. List of Applicable NFPA Standards.

IV. **WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?**

The aforementioned agencies will review the application. If any of the agencies have questions or comments, they will contact the applicant (the person who signed the application form). Corrections must be approved within 60 days. Upon receipt of the necessary approvals, a Building Department Permit Specialist will notify the applicant that the permit is ready and the balance of the permit fee that may be due.

V. **WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?**

All work must be performed in accordance with the approved plans, the *Ohio Building Code*, the *Hamilton County Building Code*, the *National Electric Code*, and *Ohio Fire Code*. The permit will expire if work is not started, is postponed, abandoned, or an inspection is not requested within six months of the issue date. Changes, additions to or deletions from the approved plans require an engineering change, for which an application must be made and a fee shall be charged. All changes must be fully approved prior to the execution of the work.

VI. **INSPECTIONS REQUIRED (24-hour minimum notice)**

Department of Building Inspections	(513) 946-3780
1. Acceptance Test	
Applicable Fire Department	
1. Acceptance Test	
Inspection Bureau, Inc.	(513) 381-6080

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