

***This submittal criteria applies if the FACP, and all or some initiating devices and/or all or some notification devices are being replaced. All new devices must be installed in the same location as the original devices, otherwise, if new locations are proposed, a normal plan submittal is required and new device locations must comply with the current IFC and NFPA requirements.

For the FACP and single or multiple device-for-device replacements, the following is required for the submittal:

1. Letter from the company's APS on company letterhead indicating/stating:
 - a) The scope of work.
 - b) Outlining the procedures used to program the new panel (per item 5).
 - c) Stating if 10% or 100% of the devices will need to be tested (per item 5).
 - d) Method used to verify adequacy of signal circuits power.
 - e) Stating that all the work will be done per IFC and NFPA 72 requirements.
2. Data sheets for any new equipment
3. Voltage drop and battery backup calculations are required, unless new devices and power supplies have the same power requirements as the original, and data sheets shall be submitted for both the new and old equipment to confirm the power requirements.
4. **The following plans will need to be on site at the time of the inspection/test, either;**
 - a) The original AFD stamped approved plans with a note added above the AFD approval stamp indicating the installing firm's information (name, address, lic. # etc...), the date the FACP was replaced and which devices were added or replaced by your firm.
or
 - b) As-built plans, submitted to AFD and approved prior to testing (As- built need only show existing devices, including initiating, notification, and communications devices (such as phone jacks or area of refuge communications) if present and must be signed by the APS, with a note indicating that the plans reflect only devices visible from a floor level visual survey) .
5. Panel and device replacements that involve a simple conventional panel or a "plug in and upload of the system program from the previous FACP to the new FACP to program system" as outlined in the submitted letter, will require 100% testing of the new devices, a 100% test of all outputs and functions controlled by the panel and an additional 10% or a minimum of 50 devices on the existing circuits including a variety of initiating devices and notification devices controlled by the panel per 2013 NFPA 72, Sec. 14.4.2.4. Any panel and device replacements that involves "key strokes" to program the new FACP requires testing 100% of all the devices/outputs/functions controlled by the panel.

6. Review of panel and device replacement letters and plans will fall into the same 7 day turnaround queue as remodels and inspections will not be scheduled until letters have been approved and returned to the contractor. The letter and approved plans must be on site and be available for the AFD inspector prior to the fire alarm test.

Note: In order to minimize the time that a property is unprotected, if a FACP is out of service, the replacement FACP may be installed and the system returned to service while the as-builts are completed, or while awaiting the inspection/test.

7. Complete the online link to fee form at
<https://fs25.formsite.com/AFDPrevention/form64/index.html>

Provide a copy of the form with the submittal.