



BUILDING DEPARTMENT

CITY OF POUGHKEEPSIE

62 CIVIC CENTER PLAZA, 2ND FLOOR

POUGHKEEPSIE, NY 12601

Phone: (845) 451-4007 Fax: (845) 451-4006

Eric Philipp
Building Inspector

FIRE/SMOKE/HEAT/CO ALARM PERMIT REQUIREMENTS

1. **PERMIT APPLICATION** – Filled out completely.
2. **PAYMENT** – Check made out to City of Poughkeepsie or EXACT amount in cash.
3. **STAMPED PLANS** – Two (2) sets plans. Specification sheets for all equipment. Copy of NYS 6D Alarm License. Written narrative of intent and system description. [Refer to NFPA 72-7.2.1(1-16)].
4. **WORKING PLANS** shall be drawn to an indicated scale (1/4 = 1') [NFPA 72-7.2.1(3a) graphic scale representation required on plans].
5. **All plans** shall have a device legend, NFPA 170 or comparable.
6. **ELECTRICAL BREAKER** – single breaker, no splits with breaker identification label/lockout.
7. **Acknowledge that** Fire/Smoke/Heat/CO systems (sprinkler and Kitchen Hood Systems also if present) must be Central Station monitored with automatic notification to Poughkeepsie Fire Department.
8. **Alarm Devices** shall ring at temporal 3. CO detection devices shall ring at temporal 4. All devices must go out to central station (alarm and/or supervisory) for Poughkeepsie fire dispatch.
9. **Refer to NFPA 72, Chapter 7 for Documentation and all sub-sections.**
10. **Working plans** shall be submitted for approval to AHJ before any equipment is installed or remodeled.
11. **Deviation from approved plans** shall require permission from the AHJ (in wiring/email).
12. **CHANGES** – Contact AHJ via email/writing.
13. **A minimum of 1 horn/strobe** shall be mounted outside front of building as per AHJ for new systems over FCD (if present).
14. **ROUGH-IN INSPECTIONS** – contact AHJ, boxes without devices may be installed for a rough-in inspection. **Prior inspections for clarification of work may be requested at any time.**
15. **STAMPED PLAN** on-site prior to rough-in.
16. **WALK THROUGH** – confirms that all work matches plans. Proper location of all devices.
17. **PROVIDE** – Statement of Compliance letter and final, accurate plans 5 days prior to final inspection date.
18. **THIRD PARTY ELECTRICAL INSPECTION** – completed before Final Inspection.
19. **FINAL INSPECTION** – system complete. All devices installed with protective covers removed.
20. **ALARM SYSTEM** – on line and conforms to NFPA 72, confirms transmission of activation to City of Poughkeepsie 911.
21. **After 1st device is activated, alarm will continue to operate until all horn, strobe, and horn/strobe devices are confirmed to be operating correctly.**
22. **TESTING ORDER:** all pull stations, minimum 20% of smoke detectors in all areas including duct detectors, all heat detectors (fixed/rate of rise), and all CO detectors.
23. **SPRINKLER SYSTEM** – if connected to system, devices will be tested from the street into the building. Flow switch will be last with a required alarm activation time of 30-40 seconds.
24. **ELEVATOR RECALL SYSTEM** – if installed, AHJ will observe the independent third party elevator inspector conduct all testing.
25. **DEVICES** – tested with canned smoke, canned CO, heating devices, and magnet for fixed.