



CITY OF HIGHLAND PARK
DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION

Commercial Fire Alarm Title Sheet / Submittal Requirements

Project Name

Project Address

Index of Drawings

Project Abbreviations

General Symbols

Material Symbols

Contractor, Owner, Architect Contact Information

Name

Address

Phone Number

Email

Location of Work

Project Data

List Local City of Highland Park Code Information & Amendments

Number of Stories

Square Foot of Building

Square Foot of Area of Work

Occupancy Classification

Type Fire Alarm System

Construction Documents Information (Five Completed Sets):

1. A floor plan which indicates the use of all rooms.
2. Locations of fire alarm –initiating and notification appliances.
3. Alarm control and trouble signaling equipment.
4. Annunciation.
5. Power connection.
6. Battery calculations.
7. Conductor type and sizes.
8. Voltage drop calculations.
9. Manufacturers, model numbers and listing information for equipment, devices and materials.
10. Details of ceiling height and construction.
11. The interface of fire safety control functions.
12. Plans must be to scale and include a scope of work outlining details of the project.
13. Catalog cut sheets must be provided and highlighted for all components to be installed.
14. Specific details must be provided regarding the offsite monitoring of the system including type of transmission means and name and location of receiving station.
15. All wiring information must be shown on the plans including size, type, and all point to point wire runs.
16. Complete battery back up calculations must be provided that clearly note battery size to be provided.
17. Voltage drop calculations for notification devices must be provided.

This list is subject to change (less or more information may be needed) due to the project/ scope of work.

Submit five stamp/sealed completed drawings to:

Aki Mishima
Commercial Plan Review/Inspector
847-926-1166 office
amishima@cityhpil.com

We appreciate your corporation with these requirements.