



CITY OF SANTA FE FIRE DEPARTMENT

The Fire Prevention Division is located at 1751 Cerrillos Road Fire Station 3A. Shall have a current Certificate of Fitness with the State of New Mexico, below are the requirements for the submission of Alarm, Sprinkler, and Hood Plans for review. Payments must be made to the Cashier's office at 200 Lincoln Ave., Santa Fe NM 87501, Phone number 505-955-6557 or by e-mail cashier@santafenm.gov. Proof of receipt required for plan review along with invoice. Payment can be made with a check, money order or debit/credit card.

ALARM PLANS Complying with NFPA 72-2019

\$50.00 check/money order at time of submitting plan for review:

1. **3 complete copies** of plans **must** be submitted.
2. Plans **must have the correct** address.
3. Plans must have the name of the owner/occupant.
4. Plans must have installed contractor's contact information provided.
5. Voltage calculation sheets must be provided.
6. Plans must show the location of the Fire Alarm Control Panel.
7. Plans must verify whether it is a new system or a modification to the existing system.
8. Plans must denote the removal and/or placement of new appliances.
9. Plans must include **Manufacturer cut sheets** and **proof of UL listing**.
10. Plans are required to have a Professional Engineer stamp, or NICET level III/IV per IFC 2021 Section 104.8.2

SPRINKLER PLANS Complying with NFPA 13, 13R, 13D 2019 - \$50.00 commercial modifications or residential new/modifications, \$150.00 commercial new systems, check/money order at time of submitting plan for review:

1. **3 complete copies** of plans **must** be submitted.
2. Plans **must have the correct** address.
3. Plans must have the name of the owner/occupant.
4. Plans must have installed contractor's contact information provided.
5. Appropriate appliance cut sheets must be provided.
6. Hydraulic calculation sheets must be provided.
7. Plans must denote the removal and/or placement of new appliances.
8. Riser detail is required to be included on **all** plans, new or existing.
9. Plans must include **Manufacturer cut sheets** and **proof of UL listing**.
10. Plans are required to have a Professional Engineer stamp, or NICET level III/IV per IFC 2021 Section 104.8.2

COMMERCIAL COOKING SYSTEMS / HOODS / PLANS Complying with IFC, SECTION 904.13

\$50.00 check/money order at time of submitting plan for review:

1. **3 complete copies** of plans **must** be submitted.
2. Plans **must have the correct** address.
3. Plans must have the name of the owner/occupant.
4. Plans must have installed contractor's contact information provided.
5. Appropriate appliance cut sheets must be provided.
6. Plans must show tie in to a new or existing alarm system.
7. Plans must verify whether it is a new system or a modification to the existing system.
8. Plans must denote the removal and/or placement of new appliances.
9. Plans must include **Manufacturer cut sheets** and **proof of UL listing**.
10. Plans are required to have Professional Engineer stamp as per IFC 2021 Section 104.8.2

SCOPE OF WORK / MODIFICATION:

If a scope of work is warranted and complies with the NFPA standard there will be a fee of \$50.00

1. **3 complete copies** of scope of work/ modification **must** be submitted.
2. Scope of work/modification **must have the correct** address.
3. Scope of work/modification must have the name of owner/occupant.
4. Scope of work/modification must have installed contractor's contact information provided.
5. Plans are required to have a Professional Engineer stamp, or NICET level III/IV per IFC 2021 Section 104.8.2

PLEASE ALLOW UP TO 14 BUSINESS DAYS FOR YOUR SUBMITTAL TO BE REVIEWD AND RETURNED TO APPLICANT