

FIRE ALARM PLAN SUBMITTAL/SYSTEM INSTALLATION MANUAL

Please review and familiarize yourself with all requirements listed in this document prior to submitting your application. Your compliance with these requirements will allow us to complete the review process more quickly and efficiently, with a reduced likelihood of rejection due to incomplete or missing information.



THIS DOCUMENT IS EFFECT AS OF 12/1/2025

New York State Fire Code

§SF105.1 Permits Required

No person or entity shall commence, perform, or continue any work that must conform with the Uniform Code and/or Energy Code, or conduct any uses or activities listed in Sections 105.5.1 through 105.5.6.1, unless all of the following apply:

1. Such person or entity has applied to the authority having jurisdiction for a permit.
2. The authority having jurisdiction has issued a permit authorizing such work.
3. Such permit has not been revoked or suspended.
4. Such permit has not expired.

§901.2 NYSFC Documents

The fire code official shall have the authority to require construction documents and calculations for all fire protection systems and to require permits be issued for the installation, rehabilitation or modification of any fire protection system. Construction documents for fire protection systems shall be submitted for review and approval prior to system installation.

§901.3 NYSFC Permits

Permits shall be required as set forth in Sections 105.2 and 105.6 of this same code.

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§ 89-17 Village Code Permits Required.

A permit shall be obtained from the Fire Marshal for the installation or modification of any automatic fire alarm systems, automatic sprinkler or water spray systems or any other special fire extinguishing or fire-detection systems which may be required under this chapter.

Conformance to codes

All fire alarm system installations shall conform to Chapter 89 of the Code of the Incorporated Village of Lake Grove, the current edition of the New York State Fire Code, and the following referenced standards:

- NFPA 70 – National Electrical Code
- NFPA 72 – National Fire Alarm and Signaling Code
- NFPA 110 – Standard for Emergency and Standby Power Systems
- NFPA 111 – Standard on Stored Electrical Energy and Standby Power Systems
- NFPA 1221 – Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems

Compliance is also required with any and all other applicable rules, regulations, or ordinances, whether or not specifically listed herein.

Permit shall be provided when:

- Required by law or ordinance
- A change of use for a particular premise occurs.
- Change of business name (requires central station change).
- Renovation of the premise.
- Any fire alarm, fire and smoke detection system and or carbon monoxide detection system is renovated, improved or changed.
- Central Station monitoring company is changed.

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Plan submittal process

Step 1 - Email Submittal-Required

Submit a stamped copy of the plans, the attestation letter, completed application, proof of NYS Workers' Compensation Insurance, cut-sheets, battery calculations, central station letter and all other required documents, and a copy of the \$500.00 check to:

FireMarshal@LakeGroveNY.gov

Step 2 - Hard-Copy Submittal

Submit one set of stamped plans, the attestation letter, completed application, proof of NYS Workers' Compensation Insurance, all other required documents, and a \$500.00 check (original) to the Village of Lake Grove via:

US Postal Service:

Incorporated Village of Lake Grove
Office of the Fire Marshal
Post Office Box 708
Lake Grove, NY 11755

In Person or via Fed-Ex, UPS etc:

Incorporated Village of Lake Grove
Office of the Fire Marshal
980 Hawkins Avenue
Lake Grove, NY 11755

Note: For submittals limited to a central station update or change, please submit the following:

- A completed application
- The proposed date the change will take effect
- The reason for the change
- The name of the previous central station
- A letter meeting the requirements of Item 2 above
- The \$500.00 fee

Fee Structure and Re-Inspection Policy

Please note that the total fee of \$500.00 consists of \$250.00 for plan review and \$250.00 for the final inspection. If either the plan review or the final inspection fails, the corresponding portion of the fee must be repaid prior to resubmission or re-inspection.

All checks shall be made payable to the Incorporated Village of Lake Grove.

All submittals MUST include the following items. Incomplete submittals will be rejected without review:

Plan Format Requirements

1. A brief written summary describing the scope of the project.
This summary shall outline the nature of the work, major system components, and any operational impacts or changes related to the installation.
2. One (1) set of stamped plans.
All plans shall be stamped and signed by a New York State Licensed Professional Engineer or Registered Architect, as required by the New York State Education Law governing design professionals.
3. Attestation Letter (Required From the Engineer or Architect)
An attestation letter shall be submitted from the design professional of record. This letter is mandatory and no submittal will be reviewed without it.

The letter shall:

- Be printed on the official business letterhead of the Professional Engineer or Registered Architect.
- Be addressed to the Lake Grove Fire Marshal.
- Include, at a minimum, the following information:
 1. Date
 2. Project name, address, and a brief project description
 3. Professional stamp and signature

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4. NYS Professional Engineer License # or Registered Architect License/Registry #
5. A narrative statement similar in form and content to the following:

"This letter shall serve to certify that the seal and signature appearing on the accompanying design drawing for a wet fire sprinkler system to be altered at ABC Associates, which is an interior alteration for a new restaurant at 132 Middle Country Road in Lake Grove, NY 11755, is my seal and signature as a New York State Licensed Professional Engineer. If you have any questions regarding this matter, please do not hesitate to contact my office."

Stamp and Signature Requirements

- All professional stamps shall be legible, readable, and reproducible.
- All signatures must be original, hand-signed.
- Facsimile, electronic, or copied signatures are NOT accepted under any circumstances.

Failure to submit this attestation letter will result in automatic rejection of the application.

4. Plans shall be submitted by a company licensed by the State of New York in accordance with General Business Law (GBL) Article 6-D.

5. Proof of a valid, current license issued under GBL Article 6-D shall be included with the application. Submittals lacking this required documentation will be rejected without review.

6. All submitted plans shall clearly display the name, business address, and telephone number of the person or firm responsible for preparing the plans. An original stamp bearing this information is required on all plan sheets.

Plans that do not contain this information and original stamp will be rejected without review.

Note: If, due to the scope of the work proposed, the plans are not required to be stamped (as determined by this office, the plans shall be drawn utilizing accepted engineering practices and procedures. All line work and lettering shall be clear and legible.

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Size and Scale

7. All submitted plans shall be a minimum size of 24 inches by 36 inches. Plans smaller than 24" × 36" will be rejected.

8. Plans shall be drawn to an established architectural or engineering scale. All submitted plans must be reproduced at a true 1:1 scale to prevent distortion or inaccurate measurement.

No plans will be accepted with a scale smaller than 1/8 inch = 1 foot 0 inches.

9. All line work, lettering, symbols, and graphical indicators shall be clear, sharp, and fully legible. Illegible plans—whether due to faint printing, poor reproduction, overcrowding, or visual obstructions—will be rejected.

10. Plans shall clearly indicate the intended location, occupancy, and use of the structure or space involved in the project.

11. Plans shall identify the business name, numerical street address, and the nearest intersecting street(s) for the building or premises where the work is to occur.

12. Plans shall clearly show their main entrance, labeled as such and a north arrow / compass point accurately indicating building orientation.

Applicability

Plans submitted for review must deal directly and exclusively with the proposed installation governed by this office.

Where a fire alarm, carbon monoxide detection, sprinkler, or other fire-protection system is part of a larger construction project, the applicant shall submit separate, dedicated plan sheets specific to the fire-protection system.

Extracts from architectural, plumbing, electrical, or other non-fire drawings—showing only partial or unclear information—will not be accepted.

Elevations

Provide a cross-sectional elevation of the building showing:

- All ceiling heights,

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- All changes in ceiling height, and
- All spaces above suspended ceilings, including concealed areas.

This information is required to verify proper device installation and code compliance.

Riser Diagrams

Where details are required to be shown, they shall be shown as a drawing detail and not as a note indicating compliance. Riser diagrams shall be shown on a separate sheet.

Revisions

For all plan revisions, the following must appear on the plans:

- Revision number
- Revision date
- Description of revision
- All revisions must be clouded or otherwise clearly identified

Hand-drawn or handwritten plan revisions are not permitted and will result in rejection of the submittal.

Approval Stamp Area

Plans shall include a clearly defined blank area measuring at least 40 square inches, with no side less than six (6) inches, designated for approval stamps and official markings.

No text, symbols, or line work shall appear within this reserved area.

Details

Where details are required, they shall be shown as fully drawn and dimensioned details, not as narrative notes stating that the installation "shall comply."

Graphical detail drawings shall be used wherever a detail is required.

Symbols Legend

A legend identifying all symbols used for devices, wiring, equipment, and components shall be shown on each page of the plans. Failure to include a legend on every page will result in rejection.

Room/Area Identification

All spaces shown on the plans shall be labeled to indicate their use and shall show all points of entry and exit.

Dimensions

All spaces shown on the plans shall be labeled with dimensions or square footage.

Panel Operation Prohibitions

The Incorporated Village of Lake Grove will not approve the use of any fire alarm control panel requiring codes, proprietary keys, restricted passwords, or special knowledge to operate, silence, or reset, consistent with the operational access requirements of NFPA 72.

Fire detection systems shall not be combined with or integrated into any burglar or intrusion alarm system. Combination fire/burglar systems are prohibited within the Village.

Device Cut-sheets

Manufacturer's specifications, technical data sheets, and installation sheets for all components of the proposed system shall be included with the plan submission. Exact copies are acceptable. All component parts must be tested, approved, and listed by a nationally recognized testing laboratory for their intended function.

If components from different manufacturers are proposed to be used within the same system, a manufacturer's written statement of compatibility for those parts shall be included with the submission.

If any submitted cut sheet contains multiple devices or options, the specific device to be used must be clearly identified by circling, highlighting, or otherwise calling it out.

Pull Stations

Pull stations-the method of reset must be clearly indicated on the plans (what key, size Allen wrench, type of screwdriver etc.)

Conventional Systems

Sprinkler system water flow and tamper switches shall be zoned separately.

Pull stations will be zoned separately.

Detection zones shall be per floor with no zone encompassing an area larger than 10,000 square feet.

Wire Data

Wire specifications shall include all applicable UL, NEC, and NFPA compliance data, including flame spread, smoke development, and—when available— toxicity or halogen content information as published by the manufacturer or accredited testing laboratory. If toxicity data is not available for a particular cable type, the manufacturer shall provide written confirmation of such.

Method of Communication

You must indicate the method of communication from the FACU to the central station in your submittal document.

Central Station Letter

Letter from central station stating the following:

- "We are aware that the responding fire department for this account is the (fill in the appropriate fire department name)".
- "We are aware that the only acceptable telephone number to contact the (fill in the appropriate fire department name) is (Contact this office for the proper phone number)".
- "We are aware that we are not permitted to change this information without written permission from the Lake Grove Fire Marshals Office and that failure to comply with this will result in legal action against us and our subscriber".

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- "We will promptly report all trouble signals, failures to test and alarm activations on this account to the Lake Grove Fire Marshals Office via email at FireMarshal@LakeGroveNY.Gov.
- If we are terminating the subscribers monitoring for any reason, we will notify the Lake Grove Fire Marshals Office in writing at least 15 days prior to the actual termination"
- "If the subscriber requests termination of monitoring, we will notify the Lake Grove Fire Marshals Office in writing at least 15 days prior to terminating central station monitoring of the subscribers system."
- This document must be on letterhead, dated and signed.

Carbon Monoxide Detection

When adding a carbon monoxide detection system, carbon monoxide detection may be provided as either a dedicated stand-alone system or as part of an integrated fire alarm system.

Integrated systems must be capable of producing BOTH of the following audible signaling patterns:

- Temporal 3 (T-3) – Fire alarm
- Temporal 4 (T-4) – Carbon monoxide

Any fire alarm control unit that cannot annunciate both patterns in accordance with NFPA 72 is prohibited from serving as a combined fire/CO detection system.

Horn Strobes

Strobes shall remain flashing even after system has been silenced.

Remote Annunciator

All remote annunciator's will be incapable of controlling the fire alarm and will be for zone/device identification only.

Pull Station Covers

All pull stations located in public areas or areas where they are subject to impact damage are to be fitted with protective sounding covers.

Remote Device Indication

All detectors located in concealed areas and spaces shall have remote indicating lights mounted in a clearly visible area as close as possible to the location of the detector.

Keys/Tools

All keys and tools necessary for the reset and operation of fire alarm system components shall remain on site at all times. Required items include, but are not limited to:

- Fire alarm control panel keys
- Appropriate size Allen keys
- Proper type of screwdriver(s) needed to reset manual pull stations

Battery Calculations

The following documentation must be included with every fire alarm submission:

- Battery calculation worksheet (manufacturer or engineer-prepared)
- Cut sheets / data sheets for the proposed batteries
- Cut sheets showing published current draw for all connected devices
- Control panel specification sheet verifying maximum allowable battery size and charger capacity
- Wiring diagrams showing devices, circuits, and power loads as presented in the calculation

Submittals lacking any of the above documentation will be rejected without review.

AES Integration

Location of any automatic extinguishing systems shall be shown on plans and riser diagrams. All systems of this type must be tied into the fire alarm system and zoned separately.

Fire Pump Integration

Fire pumps shall be monitored at the fire alarm and central station for “pump running”, “phase reversal” and “power available status”.

Duct Detection

In a building fully protected with smoke and heat detectors, the duct detection will be on a supervisory zone which will not result in the notification of the fire department.

Music/Video shunting

Music and video shunt is to be installed that will shut down all audio visual systems in the establishment. These systems will reset with the fire alarm reset.

Exterior Horn Strobe

Weather proof horn strobe to be installed on the exterior of the building facing the street.

Remote Annunciator

Fire alarm control panel (FACP) or a remote annunciator shall be installed at the main entrance in a manner where it is readily visible and readable from the exterior of the building. This remote annunciator will not be capable of controlling any function of the fire alarm system and will be for annunciation only.

Circuit Breaker Identification

Circuit breaker and panel number as well as the central station account number are to be noted on the inside of the FACP door.

Smoke Detector Indicator

All smoke detectors to be used are to be equipped with a steady red indicator light that illuminates upon activation. Light must remain illuminated until panel is reset.

Contact Information

24 hour emergency service telephone number for fire alarm contractor is to be conspicuously posted on the fire alarm panel. Alarm contractor must be available for 24 hour service on this system.

24 hour central station contact number is to be conspicuously posted on the fire alarm panel.

Fan/HVAC control

Complete and immediate fan/HVAC shut down is required upon activation of the fire alarm system.

Restart of the fans shall be independent of the fire alarm reset.

Permit Application

The application must be completed in its entirety. Any application containing blank fields, missing information, or any illegible entries will be rejected without review.

The applicant **MUST** be the contractor who will be performing the work for which the permit is being issued. Permits will not be issued to architects, engineers, expeditors, business owners, tenants, or any party other than the licensed general contractor responsible for the actual construction activities.

Plans shall be submitted by a company licensed by the State of New York as Per General Business Law Article 6D. Proof of a valid license is to be submitted with the application.

Fire alarm system designer is to be listed on the plans and proof of their qualification is to be provided in accordance with the current edition of NFPA 72.

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As per NFPA 72, Installation personnel shall be qualified or shall be supervised by persons who are qualified and experienced in the installation, inspection, and testing of the fire alarm systems. This office requires that this individual shall be at least NICET (or equivalent) Level II certified in the field of fire alarm systems and be factory trained on the control equipment being installed.

The intended location and use of the structure involved shall be indicated.

Additional Information

Fire alarm permits are valid for one (1) year from the date of issuance.

Once a permit expires, the permittee must:

1. File a new application,
2. Resubmit all required documentation, and
3. Pay the required \$250.00 fee.

Simply dropping off plans does not initiate a review. The Village of Lake Grove does not review plans immediately upon receipt. All submissions are processed in the order received, and applicants should expect a review period of 15-20 working days.

All permits are issued to the named applicant. No third-party company or contractor may perform work under a permit issued to another party.

Investigation and Penalties

Working without approved plans and a valid permit is a violation of New York State Law. Offenders are subject to fines and/or arrest.

Any change in the contractor (permit holder) renders the existing permit immediately void. A new contractor must immediately file a new permit application. Failure to immediately notify the Lake Grove Fire Marshal's Office of this change will result in the revocation of the building permit and the initiation of legal action.

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Any work performed without approved plans and a valid permit is subject to fines that are at least equal to the full amount of the original permit fee, plus an investigation fee and a penalty fee.

The minimum investigation fee shall be 100% of the original permit fee.
The minimum penalty fee shall also be 100% of the original permit fee.

If work is found to have commenced without approved plans and a valid permit, the Lake Grove Fire Marshal's Office will shut down any or all portions of the project as necessary to inspect, investigate, and verify the extent of the unpermitted work. The project will remain shut down until all required paperwork has been completed and any related legal actions have been resolved.

If any portion of the work is not visible or not readily accessible, the owner or contractor will be required to demolish, disassemble, or remove any materials or obstructions, regardless of cost, to allow for full inspection. Failure to comply will result in the suspension or revocation of any Building or related permits for the site.

Once a project has been shut down, no work of any kind may resume until full compliance with all applicable requirements has been achieved.

For further information call 516-807-6412 during regular business hours which are Monday-Friday 8:00AM to 5:00PM. Please note that the Fire Marshal does not answer the phone when out on inspections. For an immediate response use email or send a text message to that number.

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