



## **Fire Alarm and Automatic Sprinkler System Submittal Requirements**

All alarm and automatic sprinkler submittals to the City of Altoona shall include the following:

1. A completed fire permit application form.
2. Permit/Review fees in accordance with the fee table (included on the application)
3. 2 hard copies of entire submittal: plans, hydraulic calculations, graph and summary sheets
4. Cut sheets on all components (sprinkler heads, backflow preventers, valves, pressure gauges, piping, hangers, FACP, initiating devices, notification appliances, pull stations, etc...)
5. 1 digital (.pdf) copy of the entire submittal.
6. An owner's certificate (or similar statement) detailing the structure use, materials and commodities proposed for storage, quantities, maximum height, and details of any rack storage.
7. Self-addressed stamped envelope if return documents are desired.

All submittals shall be legible. Plans shall be to scale, and submitted on plan sheets not less than 24" x 36" (larger and/or multi-colored if needed for clarity) and signed by a minimum NICET III or greater certified designer.

Incomplete submittals, or any inability to define drawing details will delay project, and may cause submittal to be returned not reviewed, and may incur resubmittal fees.

### **Mail or Hand-Deliver Submittals To:**

City of Altoona  
Attn: Michael Pardekooper  
900 Venbury Dr, Ste A  
Altoona, IA 50009

Allow twenty (20) working days for review. **Any work performed prior to receiving review comments or notification of issuance of a permit, shall result in double the applicable fee.**

If you have any questions, please contact:

Michael Pardekooper  
City of Altoona  
515-957-5132  
mjp@altoona-iowa.com