



**South Carolina  
Department of Labor, Licensing and Regulation  
Division of Fire and Life Safety**

**Office of State Fire Marshal**

141 Monticello Trail Columbia, SC 29203

Phone (803) 896-9800

Fax (803) 896-9806

[www.LLR.state.sc.us](http://www.LLR.state.sc.us)

### **Fire Alarm Plan Submittal list**

Plans and specifications submitted for review by the Office of State Fire Marshal must contain the following applicable information:

1. The name, address, and telephone number of the owner or owner's representative.
2. The name and street address of the facility containing the proposed system.
3. The name, address, telephone number, and license number of the South Carolina fire alarm contractor installing the system.
4. The name and address of the local fire department responding to calls for this facility.
5. The type of system or service provided (local, remote station, proprietary, central station, etc.).
6. Sealed design drawings by a South Carolina registered architect and/or engineer when required by law or regulation.
7. Fire alarm shop drawings showing all areas on each floor and the attic. Label each room or area to describe the use (i.e. classroom, kitchen, storage, etc.). Plans must show the location of all system components (horizontal and vertical).
8. Power connection (a wiring diagram of the system). Indicate the conductor type and size for each circuit.
9. Riser diagram showing the general arrangement of the system, the number of circuits on each riser, and the number of system components on each circuit.
10. The manufacturer, model number, and listing information for all equipment, devices, and materials used. Manufacturer's technical specification sheets should be included for each type of device.
11. Provide secondary power supply (battery) calculations.
12. Provide voltage drop calculations.
13. The interface of fire safety control functions (sprinkler systems, smoke evacuation systems, etc.).
14. A complete sequence of operations detailing all inputs and outputs.

**Notes:**

- 1. Omission of required information will delay the review process. Please ensure submitted plans fully address all applicable items.**
- 2. Plan(s) must provide significant information in order to verify compliance with the latest adopted versions of the IBC, IFC, and NFPA 72.**