

**Village of Vernon Hills
Community Development Department
290 Evergreen Drive, Vernon Hills, IL 60061
Phone 847-367-3704 Fax 847-367-2541 <http://www.vernonhills.org>**

**FIRE ALARM
PERMIT APPLICATION PROCESS**

This hand out is for **REFERENCE ONLY**. For more details see specific code sections.

To apply for a permit for installation or modification of a Fire Alarm System the following items must be submitted to the Vernon Hills' Building Department:

1. A completed permit application.
2. A \$75.00 plan review fee (cash or check)
3. Provide three (3) complete sets of drawings.
4. Provide three (3) complete sets of specifications for all equipment being utilized. All equipment must be compatible.
5. Provide three (3) complete sets of signal load calculations, including wire size, current drawing of devices and number of devices.
6. Provide three (3) complete sets of battery calculations.
7. Provide a complete listing of all zones, or address points.

All of the above items are required at the same time when submitting for plan review. If any items are missing, your plan review will be delayed. Plan reviews will be completed within twenty (20) business days or sooner.

The following are installation requirements:

1. All equipment must be listed by a Nationally Recognized Testing Lab.
2. The fire alarm control panel must be listed for remote station and protected premises, with reverse polarity outputs.

Countryside Fire Department Only:

- a. If the building is protected by Fire Sprinklers, the Fire Alarm Control Panel must also be **sprinkler supervisory listed**. This requires (2) two reverse polarity outputs.
3. Open wiring is acceptable.
4. All wiring not accessible due to construction shall be installed in conduit.
5. All wiring subject to physical damage shall be installed in conduit.
6. If wiring is installed in a plenum area, all wiring and support of wiring shall be plenum-rated.
7. All penetrations through walls or ceilings shall be installed in a conduit.
8. All wiring splices shall be done in junction boxes.
9. All fire alarm devices shall be installed in junction boxes.
10. Fan shut down cannot be wired through the thermostat wiring.

The following are testing procedures:

1. The installer shall pretest the entire system, (including tampers, water flows and fire pump functions (if applicable), prior to requesting an acceptance test from the Village of Vernon Hills Building Division.
2. A final inspection shall be scheduled through the Village of Vernon Hills Building Division and witness by the Village of Vernon Hills Electrical inspector and the Fire Department representative. A minimum of two (2) contractor personnel with radios must be also present.
3. Testing of smoke detectors shall be accomplished with smoke or other acceptable aerosol.
4. Signage circuits will be tested by measuring the voltage at each End-of-line resistor. The voltage must fall into the operating range of the devise.
5. Once testing has been completed, the contractor will provide the Vernon Hills Building Division with two (2) complete sets of as-builts and a certificate of compliance.