SUBMITTAL REQUIREMENTS: Alternative Automatic Extinguishing System

including dry-chemical systems, wet-chemical systems, foam systems, carbon dioxide systems, Halon systems, clean agent systems, and automatic water mist systems

Codes and Standards Used in the Review Process:
- North Carolina Fire Code
- North Carolina Building Code
- North Carolina Mechanical Code
- Applicable NFPA standards
- System manufacturer’s installation instructions, design manuals and specifications

Submitting Plans:
1. Visit http://winston-salem.idtplans.com. If you have never used the IDT system before, you will need to create an account by clicking the Sign Up button.
2. Sign in using your email address and the password you created.
3. Click on the Submit a Project for Review button.
4. Select the correct application type, then follow the steps to complete the online permit application, upload your files, pay your fees, and confirm your submission.

Submittal Requirements:
- BUILDING PERMIT NUMBER – If the project is associated with a building permit number, that permit number must be provided in the online application.
- LOCATION INFORMATION – Clearly state both the name and address of the business where the system is being installed/modified.
- FLOOR PLAN – If the system is protecting a building or room, provide a scaled, detailed floor plan. Preferred scale is 1/8 inch equals 1 foot. The scale must be indicated on the plans. The floor plan shall also indicate the system designer and the date of the design. An elevation view must also be provided.
- SYSTEM DESIGN – Identify the system being installed including the manufacturer’s name, model number and UL listing date. Provide information on the configuration of the system including total flow points allowed. When a system is designed for total flooding applications, provide calculations and specifications to indicate the system design is adequate.
- SYSTEM DIAGRAM – Provide diagrams indicating all system components, piping layouts and piping sizes, and equipment/materials/spaces being protected by the system.
- **SPECIFICATIONS** – Provide specifications (including manufacturer, model number, listing information, etc.) for all equipment, devices and materials being used. Include information on cylinder/tank size, flow points authorized per cylinder/tank, nozzle application information and UL listing(s). Include only those pages pertinent to your particular system. **Do not** submit secured documents.

- **INSTALLER INFORMATION** – Indicate the installer’s name, certification level, and date of the last manufacturer’s training course attended. Provide a copy of the applicable certificate(s) with your submission.

- **EXHAUST DUCTS AND PLENUMS** – Include information on the number, location and dimensions of each duct and plenum as well as the height, position and type of each nozzle protecting the ducts and plenums.

- **PROTECTED EQUIPMENT** – Include information on the number, location and dimensions of each piece of equipment as well as the height, position and type of each nozzle protecting the equipment.

- **INITIATING DEVICES** – Include information on the number, position and type of each initiating device including automatic detection devices and manual activation devices.

- **OTHER FIRE PROTECTION APPLIANCES** – Indicate the location, type and size of all portable fire extinguishers.

- **FUEL SYSTEMS** – Where fuel systems are installed, indicate the fuel systems being used, the fuel types in use, and the location and type of fuel shutoffs installed.

- **BOOTHs** – If paint/spray booths are involved in the project, include specifications on each booth including UL listings.

- **VENTILATION SYSTEMS** – If ventilation systems are involved, include specifications and ventilation rates for these systems.

- **ANNUNCIATION AND ALARM** – Identify how annunciation requirements will be met. If a fire alarm system is installed, identify how the extinguishing system will interface with the alarm system as required.

- This is not an all-inclusive list; additional information may be required prior to approval.

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**Once your extinguishing system project is approved…**

- Follow all instructions provided in plan review comments at [http://winston-salem.idtplans.com](http://winston-salem.idtplans.com).

- Access the approved, stamped plans at [http://winston-salem.idtplans.com](http://winston-salem.idtplans.com) and utilize only these plans for your project. If revisions are required, submit revisions for approval. A copy of approved, stamped plans shall be maintained on site.

- A statement of compliance/certification is required prior to final inspection or at the time of final inspection.

- An installation acceptance test shall be conducted prior to placing the system in service.

- If the project is associated with a building permit, coordinate with the general contractor regarding the scheduling of the final inspection by fire code officials. The general contractor is responsible for requesting the inspection.

- If the project is not associated with a building permit, schedule a final inspection by fire code officials once the work is complete.