



## **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.

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

- Follow all instructions provided in plan review comments at <http://winston-salem.idtplans.com>.
- Access the approved, stamped plans at <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.