

Permit application procedures & submittal requirements for
Commercial Fire Detection Systems

Knox County Code Administration & Inspection
Phone: (865) 215-2325
Fax: (865) 215-4255

Knox County Fire Prevention Bureau
Phone: (865) 215-4660
Fax: (865) 215-4669

SCOPE: This document shall apply to all Fire Alarms and Detection Systems installed except in one and two family dwellings.

APPLICATION

1. Applicant must obtain the **CLT Map and Parcel number** corresponding to the property to be permitted. This information can be found on the owners tax notice or at the Property Assessors office on the 2nd floor of the City/ County Bldg. Or call (865) 215-2360.
2. Name, address, phone and fax number of the owner/ responsible party
3. Location of the system (**Building street address**)
4. **Alarm contractors** name, address, phone number and Tennessee State Fire Alarm Contractors License number.
5. The **State of Tennessee Licensed Architect or Engineers** name, address, phone and fax number.
6. The estimated valuation of the installation is required.

PLAN REVIEW

1. **Three sets of Engineered plans and designs** prepared and sealed by a state of Tennessee registered engineer competent in the technical field related to fire protection or a technician certified in Fire Protection and Alarm System design by the National Institute of Certified Engineering Technician (NICET). These plans must include the exact system type (as defined by NFPA 72), scope of work for this project, listing information and cut sheets; riser diagrams; control panel and device wiring detail and locations; floor plan layout and any building appurtenances that impact system requirement; symbol list and legend; and any other information needed to make all fire alarm elements and conditions clear.
2. **Codes adopted and design Standards**
 - 2006 International Building Code
 - 2006 International Fire Code
 - 2006 NFPA 101 Life Safety Code

Note: For detailed Fire Alarm System Plan Submittal requirements you may obtain a copy of the Knox County Fire Prevention Bureau's "Fire Alarm System Submittal, Approval, and Acceptance Requirements" Document by calling (865) 215-4660

PERMIT ISSUANCE

1. Fire Prevention plans review and the permit clerk must review plans. This may take up to 21 days. Additional time may be required if all information is not submitted.
2. After all required departments have review the plans the permit may be issued.
3. Permits not issued within six (6) months will be voided.
4. When picking up the permit you will sign the permit and pay all fees. You will be given a stamped set of reviewed plans that must be on site for all inspections. A copy of the permit, a list of required inspections and an orange tag to display at the job site will also be given to the contractor.

5. INSPECTIONS AND ACCEPTANCE

6. No inspections will be allowed prior to issuance of the permit.
7. The contractor is responsible for scheduling inspections and testing through the Knox County Fire Prevention Bureau. At least 24 hours notice is required for inspection and testing.
Phone: (865) 215-4660
8. At the completion of testing the Fire Alarm Contractor must provide a copy of the Certificate of Completion to the Knox County Fire Prevention Bureau.
9. Knox County Fire Bureau must approve the system installation. *Occupying the building prior to the issuance of a Certificate of Completion from the Knox County Fire Prevention Bureau is a Class C misdemeanor and the occupant may be cited to General Sessions Court.*
10. The Knox County Fire Prevention Bureau shall be notified immediately by the person responsible for alterations, construction or demolition of any fire protection equipment taken out of service and when restored to operation. The job site shall provide a list of fire watch personnel and an approved method to call the fire department.

NOTE: FOR EACH REJECTED INSPECTION THERE WILL BE A \$30.00 REINSPECTION FEE.