

City Of Largo
SIMPLIFIED PERMITTING PROCESS FOR FIRE ALARMS
PER FLORIDA STATUTE 553.7932
20 DEVICES OR FEWER - CHECKLIST

Required Forms:

- A Notice of Commencement must be recorded if the job exceeds \$5,000.
- Only an appropriately licensed contractor may apply.
- Scope of work being performed.
- The contractor must be registered in the Largo Citizen Access Portal (LCAP).

Required Permit Applications:

Select the appropriate permit from the list below:

- Commercial Fire Alarm Permit – SIMPLIFIED
- Residential Fire Alarm Permit – SIMPLIFIED

Permit Review Stops:

- **Building Division** – Confirm all required forms are submitted and application is properly completed prior to permit issuance. A permit will not be issued if the application is not submitted correctly.
- **Fire** - Plans are not required as a condition to obtain a permit.
- If plans are not submitted with the permit application, they must be digitally attached to the permit after it has been issued, and a paper copy of the plans must be on-site at the time of inspection.
- If digital plans are submitted with permit application, they will be reviewed in advance and comments provided.
- If the job is strictly replacing/modifying existing devices without relocating; the minimum documents required will be scope of work and specification sheets for all affected devices.
- If the job consists of adding or relocating devices, then a set of plans will be required.

Information for Permit:

“Contractor” means a person who is qualified to engage in the business of electrical or alarm system contracting pursuant to a certificate or registration issued by the department under part II of chapter 489; or is qualified to engage in the business of fire protection system contracting pursuant to a license or certificate issued by the State Fire Marshal.

- This permit is only for an alteration of a total of 20 or fewer initiating devices and notification devices, the installation or replacement of a fire communicator connected to an existing fire alarm control panel in an existing commercial, residential, apartment, cooperative, or condominium building, or the replacement of an existing fire alarm panel using the same make and model as the existing panel.
- While submittal of plans or specifications are not required as a condition of obtaining a permit for a fire alarm system project that meets the parameters of FSS 553.7932(2)(c), FSS 553.7932(5) requires a contractor to keep a copy of the plans and specifications, along with the permit, at the fire alarm system project worksite and make such plans and specification available to the inspector at each inspection.
- A contractor may commence work authorized by the permit immediately after submission of a completed application.

Prior to inspection:

- If plans are required for the inspection they must be digitally attached to the permit and a paper copy of the plans must be on-site at the time of inspection.

Inspection:

- For a fire alarm system project, a contractor must keep a copy of the plans and specifications at the fire alarm system project worksite and make such plans and specifications available to the inspector for onsite plans review at each inspection. If Largo Fire Rescue determines that it needs additional documentation, the contractor must provide such documentation in electronic form to the local enforcement agency within 4 business days after the inspection. Largo Fire Rescue will not require additional plans reviews or documentation of areas or devices outside the scope of permitted work.
- An inspection will be scheduled within 24 hours after an approved request through the LCAP. An inspection cannot be scheduled if there is an outstanding prerequisite requirement.
- Once the inspector for the Fire department has approved the paper plans at the job site, they will be digitally stamped as approved by LFR and the permit will be finalized as complete.
- If the plan review fails, a resubmitted corrected set of plans will be required to be attached to the permit and a paper copy of the plans must be on-site at the time of re-inspection.

Please Note:

- If a fire alarm project does not meet the parameters of FSS 553.7932, a regular Fire Alarm System permit will be required.
- This permit will not come with a low-voltage permit. If a low-voltage permit is needed, it will have to be applied for separately.