



Process and Procedure

Fire Alarm System Plan Review

(New, Change-out, Modification)

Plan Review Submittal

1. Submit one complete hardcopy set of signed and sealed project plans, one PDF copy of project plans *(via email)* and a completed Application *(via email or hard copy)* for Plan Review to:

Address:

Midway Fire District
1322 College Parkway
Gulf Breeze, FL 32563

Email:

Planreview.submittal@midwayfire.com

Plan Review Fees

2. Pay Plan Review Fee of \$125.00 by check. *(fees may be mailed or dropped off at location above. Review will not begin until fees have been paid. Email must be provided for receipt)*

Inspections/Testing

3. Following inspections must be called for during installation and upon final completion:
 - a. **Final Test**
 - i. Alarm activation with FD notification. *(If alarm system is part of a new, change-out or modification to a sprinkler system, text must be held in conjunction with sprinkler system final test)*
4. All plans and inspections will be reviewed and tested per FFPC 7th edition and NFPA 2020

General

5. Hardcopy of project plans must be picked up by applicant within 30 days upon completion of plan review and must be on site until completion of project
6. If plan review is approved, report will be sent to the applicant and to the Santa Rosa County Building Department. If not approved, report will be sent to the applicant