Clark County Department of Building & Fire Prevention

4701 West Russell Road, Las Vegas, NV 89118
(702) 455-7316 FAX (702) 455-7347

Samuel D. Palmer, Director/Building & Fire Official · Girard Page, Fire Marshal

Permit Type: 105.6.54
Control Number: A.0
Effective Date: October 3, 2011

TITLE: PROPRIETARY (SELF) MONITORING FACILITIES

SCOPE: Clark County Department of Building & Fire Prevention requirements for the submittal and design of a Proprietary (Self) Monitoring Facilities permit.

PURPOSE: To standardize plan/permit requirements of the Fire Prevention in accordance with the Clark County Fire Code. Permits for Proprietary (Self) Monitoring Facilities expire one year from the date of issue and shall be renewed annually.

DEFINITIONS:

Assessor's Parcel Number (APN): A unique number assigned to each property by the Clark County Assessor's office.

Operators: Operators are personnel that monitor fire alarm control unit signals at a facility, operate the fire alarm system, and take such action as required by the approved Standard Operating Procedures for that facility.

ANNUAL RENEWABLE PERMIT PROCEDURE:

After issuance of your initial permit(s), your permit(s) will be valid for one year. Approximately 30-60 days prior to the expiration of your permit, a renewal notice will be mailed to you with instructions for the annual permit renewal.

If you do not receive this notice, it is your responsibility to submit the renewal application. Please refer to the website for additional information.

PERMIT FEES:

Permit fees shall be assessed in accordance with the Permit Fee Schedule as adopted in the Clark County Fire Code. For applications that are expedited, additional fees shall apply.

SPECIFICATIONS AND SUBMITTAL REQUIREMENTS:

An application must be completed for each submittal. A minimum of three sets of the complete submittal package shall be submitted with the permit application. The complete submittal package will consist of a report, and may also include plans, specifications, etc. The report shall describe compliance in accordance with the Clark County Fire Code, as adopted and amended. All submittals must be legible and readable or the plan shall be issued a correction letter for cause.

The submittal package shall address all of the following:

1. Indicate the project name, address, and APN (Assessor's Parcel Number). Note that each separate facility having a unique address requires a separate permit.

2. The proprietary supervising station facility shall maintain an annual operational permit.

3. The proprietary supervising station shall be located in a property's Fire Command Center, or other approved location.

4. The approved location shall have at a minimum the following items:
   a. A fire alarm annunciator that has appropriate control capabilities.
   b. An all-call microphone and all-call evacuation switch.
   c. Switches that activate the evacuation message, the investigation message (if applicable), and the all-clear message for the active alarm zones.
   d. A printer that is provided with a secondary power source such as an uninterruptible power supply or other approved means.
   e. Copy of the approved Standard Operating Procedures (SOP).

5. Two means of retransmission shall be provided. The primary means of retransmission shall be a land-line telephone. The secondary means of retransmission shall be a dedicated cellular telephone.

6. Proprietary supervising stations shall be operated by trained, competent personnel in constant attendance responsible to the owner of the protected property.

7. Annually the applicant shall certify in writing to the *fire code official* that all authorized personnel have received training in the recognition and proper handling of alarm signals. Evidence of annual training for each authorized personnel shall be provided when requested by the *fire code official*.

8. Operators shall be trained on an annual basis either by the installing fire alarm contractor, by the fire alarm maintenance contractor, or by the manufacturer's representative of the installed fire alarm system. Documentation of annual training shall be kept on site and available upon request of the *fire code official*.

9. Operators shall be trained on the following:
   a. How to differentiate between a water flow alarm signal, a fire alarm signal, a fire supervisory signal, and a fire trouble signal.
   b. The basic operations of the panel, including but not limited, to the following: signal acknowledgment, resetting of the fire alarm system.
   c. The Standard Operating Procedures (SOP's) for the facility.

10. At least two operators shall be on duty at all times. One of the two operators shall be permitted to be a runner.

11. A Standard Operating Procedure (SOP) shall be submitted to the *fire code official* when applying for the required annual permit for proprietary supervising station facilities. The SOP shall outline procedures with regards to emergency procedures and the disposition of the alarm, supervisory, and trouble signals. The SOP shall include at a minimum the following items:

    a. The number of operators that will be on duty at all times.
    b. The location and the equipment found within the proprietary supervising station facility.
    c. The facilities' procedures in handling alarm, supervisory, and trouble signals.
    d. The following procedures if a positive alarm sequence is provided:
        i. Describe whether positive alarm sequencing is to be utilized, whether an evacuation message will be played, or whether an investigation message will be played for the first 180 seconds after the receipt of a fire alarm signal.
        ii. Describe that an evacuation message will automatically activate per the fire alarm operational matrix after 180 seconds if the fire alarm system has not been reset.
    e. A copy of Appendix L from the Clark County Fire Code titled "Fire Protection Systems–Impairments and Systems Out of Service" shall be incorporated into the SOP.

12. Upon receipt of a fire alarm signal, the proprietary supervising station operator shall initiate action to perform the following:

    a. Immediately dispatch runner to the alarm location identified on the fire alarm control unit.
    b. If the fire is verified, immediately activate the evacuation message on the fire alarm system and initiate notification procedures.
    c. If the alarm is false, the fire alarm system shall be reset. If either an investigation message or an evacuation message has been activated, then sound an all-clear message.

13. Upon receipt of a supervisory signal, the proprietary supervising station operator shall initiate action to perform the following:

    a. Immediately dispatch runner to the location identified on the fire alarm control unit, unless the supervisory conditions are promptly restored.
    b. If unable or unqualified to clear the supervisory signal, then personnel shall contact a fire alarm contractor within two hours to service the fire alarm system.
    c. When fire protection systems are impaired, the procedures outlined in Appendix L of the Clark County Fire Code shall be performed.

14. Upon receipt of trouble signals or other signals pertaining solely to matters of equipment maintenance of the fire alarm system, the proprietary supervising station operator shall initiate action to perform the following, if required:
    a. Immediately dispatch runner to the location identified on the fire alarm control unit, unless the trouble conditions are promptly restored.
    b. If unable or unqualified to clear the trouble signal, then personnel shall contact a fire alarm contractor within four hours to service the fire alarm system.
    c. When fire protection systems are impaired, the procedures outline in Appendix L of the Clark County Fire Code shall be performed.

15. A written log of all fire alarm signals shall be maintained in the Fire Command Center including:
    a. The investigating person's name.
    b. The device address.
    c. The type of alarm.
    d. The date and time of receipt of the fire alarm signals.
    e. The cause and disposition of the fire alarm signals.

16. Any additional information determined necessary by the fire code official.

PERMIT REVISIONS AND RESUBMITTALS:

Revisions to approved plans are required to be submitted and approved. Revisions will be assessed additional plan review fees. A copy of the previously approved plan shall accompany the revised submittal to facilitate the review. Clearly indicate all changes to the revised plans by clouding the change with a delta number to signify the date of plan change. When several changes have been made, a detailed list of changes is required.

Re-submittals to address a Letter of Correction will require a full submittal. These plans require a copy of the red lined plan from the previous submittal to facilitate the review. Clearly indicate all changes by clouding the change with the delta number to signify the date of plan change.

PLANS CHECK STATUS INSTRUCTIONS:

The status of the review can be checked by logging on to:
www.clarkcountynv.gov/building/fire-prevention

INSPECTIONS THAT MAY BE REQUIRED AND SCHEDULING INSTRUCTIONS:

If approved, an inspection will need to be scheduled. To schedule an inspection, also go to:
www.clarkcountynv.gov/building/fire-prevention
A fire inspector will review your site in accordance with the approved plans and this guideline and, if compliant, will issue the permit.

The Fire Prevention (FP) may witness and accept inspection, testing and maintenance of fire and life safety systems conducted by approved individuals as required by and within the scope and authority of the Clark County Fire Code.

This Guideline does not take the place of the Fire Code and does not take precedence over any Fire Code requirement or position taken by the Fire Chief. When a conflict exists between the requirements of this Guideline and the Fire Code or the opinion of the Fire Chief, the Fire Code or opinion of the Fire Chief prevails.

Technical Assistance, when required by the Fire Chief, will require a Technical Opinion and Report prepared by a State of Nevada licensed: qualified engineer, specialist, laboratory, or fire safety specialty organization acceptable to the Fire Chief and the owner. The Fire Chief is authorized to require design submittals to bear the Wet Stamp and Signature of a professional engineer.

Acceptance of Alternative Materials and Methods requires a Technical Opinion and Report prepared by a State of Nevada licensed: qualified engineer, specialist, laboratory, or fire safety specialty organization acceptable to the Fire Chief and the owner. The Fire Chief is authorized to require design submittals to bear the Wet Stamp and Signature of a professional engineer.