



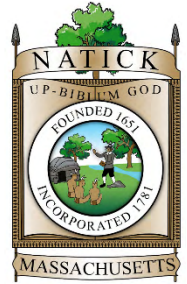
Natick Fire Department

22 EAST CENTRAL STREET, NATICK, MASSACHUSETTS 01760

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Chief of Department

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Fire Alarm Closeout Documents

The following is a list of documentation that must be uploaded to the Open Gov permit for the project in order for the fire department to sign off on final occupancy. This list of documentation is for a standard project. If a particular form is not applicable, then this information must be coordinated with the Fire Prevention Division. From time to time additional documentation may be required based on the project.

1. Registered Design Professional's affidavit indicating that the complete fire alarm system has been installed per all applicable codes (NFPA 72), rules, laws, regulations, plans, manufacturers installation instructions including but not limited to 780 CMR, 527 CMR, and MGL 148. This shall document a test to the central station alarm company and/or master box as applicable and subsequent transmittal to the Natick Fire Department. Such affidavit shall state a test/inspection was completed per the above and the system was left in a fully operational and compliant condition as of __/__/__ date. An original Registered Design Professional's stamp, signature, and date will be required. Date of last visit required.
2. Letter of assurance, or the letter assurance form provided by the NFD, from the fire alarm system installing contractor with original signature to indicate that the fire alarm work (state what was done), has been installed per all applicable codes (NFPA 72), rules, laws, regulations, plans, manufacturer;s installation instructions including but not limited to 780 CMR, 527 CMR, and MGL 148. This shall document a test to the central station alarm company and or master box as applicable and subsequent transmittal to the Natick Fire Department. Such affidavit shall state a test/inspection was completed per the above and the system was left in a fully operational and compliant condition as of __/__/__ date. An original signature, and date will be required.
3. NFPA 72 Record of Completion (2013 edition) for fire alarm systems. (work that was done).
4. If the fire alarm panel and/or annunciator is programmed and/or installed by a party other than the fire alarm device contractor, then they shall provide documentation in the form of an assurance letter stating that the fire alarm system (state exactly what was programmed) has been programmed per all applicable codes (NFPA 72), rules, laws, regulations, plans, manufacturers installation instructions including but not limited to 780 CMR, 527 CMR, and MGL 148. This shall document testing to the central station alarm company and or master box as applicable and subsequent transmittal to the Natick Fire Department (as applicable). You shall notify the Fire Department at 508-647-9550 immediately prior to testing. Such letter shall state a test/inspection was completed per the above and the system was left in a fully operational and compliant condition as of __/__/__ date. An original signature, and date will be required.
5. Documentation of fire alarm system maintenance, inspection, and testing in accordance with NFPA 72 to be dated a maximum of one year historically from the request of final.
6. Documentation of the Carbon Monoxide system technical option yearly inspection and testing as required by 527 CMR. (State form)