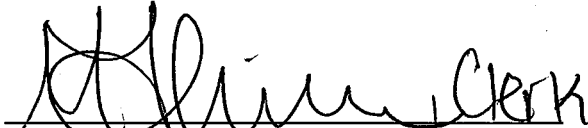


Town of Naples

Fire Alarm System Ordinance

Adopted June 8, 2016
Amended June 13, 2023

Attested  Clerk.
Michelle Thibodeau, Town Clerk

**TOWN OF NAPLES
FIRE ALARM SYSTEM ORDINANCE**

I. Title

This Ordinance shall be known as the Town of Naples Fire Alarm: System Ordinance (the "Ordinance").

II. Authority.

This Ordinance is enacted in accordance with 30-A M.R.S.A. § 3001 et seq., as may be amended.

III. Purpose.

The Town of Naples determines that the health, safety, and welfare of residents and property owners of the Town are promoted by establishing appropriate guidelines for installing fire alarm systems to notify the Naples Fire & Rescue Department.

IV. Definitions.

- a. *Fire Alarm System* means a system including any mechanism, equipment, or device
 - i. designed to automatically transmit a signal, message, or warning from private premises, including telephonic alarms systems designed to operate automatically through the use of public telephone facilities to the Town of Naples contracted public safety communications system; or
 - ii. monitored by other private or public agencies, which, in turn, transmit a signal to the Town of Naples contracted public safety communications system.
- b. *Fire Chief* means the person duly appointed as the Fire Chief of the Town of Naples.
- c. *Gross floor area* means the sum of the gross horizontal areas of the several floors of a building from the exterior face of exterior walls or from the centerline of a wall separating two buildings, but excluding any space where the floor-to-ceiling height is less than six feet.

V. Applicability.

- a. **New Structures.** The following structures built after June 1, 2016, shall be equipped with an approved, fully addressable monitored fire alarm system installed, maintained, operated and, transmitted in compliance with the requirements of National Fire Protection Association (NFPA) 72, National Fire Alarm Code, most recent edition adopted by the State of Maine Fire Marshal's Office (as of June 1, 2016, the most recent edition is the 2007 edition):
 - i. Commercial and industrial structures that have a gross floor area of 2,000 square feet (s.f.) or greater; provided, however, that any such structure that has no power and no human occupancy is exempt from the requirements of this Ordinance;
 - ii. Educational structures and structures used as places of assembly; and

- iii. Multi-family residential structures comprised of two or more dwelling units and that have a combined gross floor area of 2,000 square feet (s.f.) or more.
- b. Additions/Renovations to Structures Existing as of June 1, 2016. Additions or renovations to a structure existing as of June 1, 2016 that is the same type of structure set forth in subsection (a)(i)-(iii) above (and excluding commercial and industrial structures that have no power and no human occupancy) shall include equipping the structure with an approved fully addressable monitored fire alarm system installed, maintained, operated and transmitted in compliance with the requirements of National Fire Protection Association (NFPA) 72, National Fire Alarm Code, most recent edition adopted by the State of Maine Fire Marshal's Office (as of June 1, 2016 the most recent edition is the 2007 edition) if the structure has a gross floor area of 2,000 square feet (s.f.) or more either before or after the addition/renovation. Any such required fire alarm system shall cover the entire structure, not just the addition/renovation portion.
- c. Applicable Rules. New or replacement commercial fire alarm systems, whether required by this ordinance or not, shall be installed in accordance with the following rules, statutes, or standards:
 - i. Maine Uniform Building and Energy Code (MUBEC).
 - ii. NFPA 1 and 101
 - iii. NFPA 13, 13R and 13D.
 - iv. Any statutes or pertinent agency/administrative rules of the State of Maine and its agencies.
 - v. The additional requirements posed by this ordinance.
- d. New Installations.
 - i. Labeling. All devices shall be labeled with their address on type-written labels, the font-size of these labels shall be no smaller than 14pt. The label shall be printed with the commercial fire alarm system's naming or numbering convention for addresses as it appears on an annunciator or fire alarm control unit.
 - ii. Remote Indicator. Detectors located in the following locations shall require a separate remote indicator light to be installed in accordance with 5(d)a.
 - 1. Above suspended acoustical ceiling systems
 - 2. In attics, trusses, or lofts
 - 3. Janitorial, electrical, telecommunication, boiler, and mechanical rooms
 - 4. Detectors otherwise not visible
 - iii. Buttons and Switches. All control units shall be equipped with the following buttons or switches on the fire alarm control unit:
 - 1. Acknowledge (ACK)
 - 2. Silence
 - 3. Reset

- iv. Addressable. All new fire alarm control units shall be addressable. Addressable monitoring modules, hard-wired zones, and input modules shall be permitted only to serve one conventional non-intelligent device each. The zone names shall be distinct in nature, and each device shall have a unique zone or address number. Exception: In apartment buildings, an individual dwelling unit shall be permitted to have the detector(s) in that unit served by a single zone or address.
- v. Burglar Alarms. The fire alarm control unit shall be separate and distinct from any burglar alarm control unit or system. Shared circuit boards or enclosures shall not be permitted. Interfacing of burglar alarm systems with commercial fire alarm systems shall be permitted when both of the following conditions are met:
 - 1. Approved by the Fire Chief or their designee(s).
 - 2. It can be demonstrated that such an interface is necessary for life or fire safety.
- vi. Pin Codes. The fire alarm control unit and/or annunciator shall not need a pin code or password to reset the commercial fire alarm system.
- vii. Color. All fire alarm control unit cabinets shall be red in color.
- viii. Keying. All pull stations, fire alarm control units, amplifiers, communicators, terminal cabinets, power supplies, document boxes, battery boxes, transponders, device cover boxes, and annunciators shall be keyed the same. They shall remain locked when not in use by the fire department or service personnel. Keys shall not be left in any lock.
- ix. Document Box. The document box shall have the required documentation, including, but not limited to:
 - 1. Record of Completion
 - 2. Fire Alarm Inspection and Testing Reports
 - 3. Manuals and or installation documents for each individual commercial fire alarm system component
 - 4. As-built drawings, accurate
- x. Annunciator. An annunciator panel shall be located at the main entrance of the building. Where a building does not have a main entrance or has a series of entrances, the Fire Chief or their designee(s) may require additional annunciators. Annunciators shall provide full-function control of the commercial fire alarm system. Exception: An annunciator shall not be required if the fire alarm control unit is installed in the main entrance and there is no series of entrances to a building.
- xi. Door Labeling. If the fire alarm control unit is installed in a locked room, door(s)

leading to the location of the fire alarm control unit shall be marked as "Fire Alarm Control Unit" in red letters, letters shall be 3" in height. Where approved by the Fire Chief, the requirement to mark such doors shall be waived or amended.

VI. General Requirements.

- i. The Fire Chief or his/her designee must approve the fire alarm system design and specifications prior to Planning Board approval for those projects requiring Planning Board review and approval and prior to the issuance of a building permit for those projects that do not require Planning Board review and approval. All structures subject to this Ordinance shall have the fire alarm system installed and inspected by the Fire Chief or his/her designee prior to the issuance of an occupancy permit.
- ii. At no time shall anyone besides a certified technician or Town of Naples Fire & Rescue Department representative deactivate, silence, or restore a fire alarm system for any reason.
- iii. Any structure with an automatic fire alarm system or automatic suppression system shall comply with the Town of Naples Key Lock Box Ordinance.
- iv. The Fire Chief or his/her designee must approve any changes in the fire alarm system installation.
- v. Purchase, installation, and maintenance of any required fire alarm system is the sole responsibility of the property owner and/or occupant.

VII. Alternatives/Modifications.

- i. The Fire Chief or his/her designee may grant an alternative or modification to these provisions when circumstances arise that makes strict adherence to portions of these provisions impractical.
- ii. Requests for alternatives or modifications to these provisions shall be made by the property owner or the owner's agent in writing to the Fire Chief. This request shall specify the section of these provisions to which an alternatives or modification is sought and a complete explanation of the conditions that make strict adherence impractical. This request shall be submitted prior to review or approval of plans.
- iii. Any alternative or modification approved by the Fire Chief or his/her designee shall be in writing and kept on file at the Town of Naples Fire & Rescue Department and the Code Enforcement Office.

VIII. Malfunctioning System.

The owner or operator of the structure shall immediately notify the Fire Chief or his/her designee when a fire alarm system is not functioning and provide him or her with details pertaining to the plan and time frame to get the fire alarm system fixed. In the event a fire alarm system malfunctions or is rendered inoperable, it must be repaired and returned to operation within thirty (30) days. If the fire alarm system is not repaired within in this 30 daytime frame without the owner or operator of the structure obtaining an extension for good cause shown from the Fire Chief or his/her designee, the property may be posted by the Fire Chief or his/her designee as unfit for human occupancy.

IX. Violations.

Any person violating any of the provisions of this Ordinance or failing or neglecting or refusing to obey any order or notice of the Fire Chief or his/her designee issued hereunder shall be subject to a penalty as provided herein.

X. Civil Penalties.

Any person who is found to be in violation of any provision of this Ordinance shall be subject to a civil penalty of not less than five hundred dollars (\$500.00) and not more than two thousand five hundred dollars (\$2,500.00), or as otherwise provided by 30-A M.R.S.A. § 4452, as may be amended from time to time. Each violation of a separate provision of this Ordinance, and each day of violation, shall constitute separate offenses. In addition, if the Town is the prevailing party in an enforcement action, said person shall also be liable for all reasonable expenses incurred by the Town in the enforcement of this Ordinance, including, but not limited to, attorney's fees and costs. All civil penalties shall inure to the benefit of the Town of Naples.

False Alarm – An alarm requiring the response of Naples Fire and/or EMS that is determined to be a false alarm may be subject to penalty. The Fire Chief or their designee shall have the authority to issue a fine of \$500 for habitual false alarms at the same location after responding to three (3) previous false alarms within a one-year period.

XI. Severability, Amendments, and Adoption.

i. Severability.

The invalidity of any portion of this Ordinance shall not invalidate any other part thereof.

ii. Amendments.

This Ordinance may be amended from time to time in accordance with the provisions of 30-A M.R.S.A. § 3002, as may be amended.

iii. Adoption.

This Ordinance was submitted to the voters of the Town of Naples and shall be effective upon its adoption by Town Meeting.

iv. Effective Date

That this ordinance and the rules, regulations, provisions, requirements, orders, and matters established and adopted hereby shall take effect and be in full force and effect immediately from and after the date of its final passage and adoption.