



Fire Protection System Information and Permit Application City of Dearborn

FIRE ALARM SYSTEMS

APPLICATION

- Permits are required if you are repairing or replacing a portion of a fire protection system. (Maintenance does not require a permit.)
- Contractors must be licensed by the State of Michigan and registered with the City of Dearborn.
- Permit applications and required documents are reviewed by the Fire Marshal Office.
- To avoid delays in processing and to avoid revision fees, make sure your application is filled out completely and submitted with all required documents.

REQUIRED DOCUMENTATION

The following documentation will be required from each contractor:

- Three (3) sets of scaled drawings, signed and sealed by a registered design professional (NICET III or PE)
- One (1) copy of product specifications or cut sheets
- One (1) copy of battery calculations
- Scope of work must be provided on drawings. All rooms must be labeled or visual device is required.
- **One (1) set of digital plans. Cut sheets and battery calculations may also be submitted digitally. Digital plans may be submitted on disk or USB, or emailed to firemars@ci.dearborn.mi.us A processing fee will be applied for failure to submit digital plans.**

FEES

- Administrative Processing Fee: \$ 100.00 (non-refundable, due upon submittal)
- Processing Fee to Convert to Digital:
 - First 10 Pages \$ 25.00
 - Each Additional Page \$ 2.00
- FD Plan Review Fee: \$ 200.00 (due upon submittal)
- Minimum Permit Fee: \$ 100.00 (due upon permit issuance)
- Electrical Plan Review Fee: \$ 50.00 (due upon permit issuance)
- Revision Fee: \$ 75.00
- Reinspection Fee: \$ 50.00

Payment is preferred by check, payable to "City of Dearborn." Payment may also be made by credit card or cash.

PLAN REVIEW and PROCESSING

- Please allow ten (10) business days for processing.
- If there are deficiencies or insufficient information on the required documentation, the contractor will be contacted and asked to provide missing or additional information. Revision fees may apply.
- The contractor will be contacted when plans are approved and a permit is ready to be issued. Permits are issued at the Dearborn Administrative Center, located at 16901 Michigan Avenue.

INSPECTIONS

Inspections are required and scheduled by calling the **Fire Marshal Office at 313-943-2838.**

- At time of inspection ensure all ceiling, flooring, doors, windows, etc. are in place.
- dB readings will take place in all rooms.
- Silencing of the system must stop strobes and horns (not just horns).
- Duct detectors shall initiate a supervisory signal.
- All smoke and duct detectors must be tested with can smoke.

PERMIT EXPIRATION

A permit remains valid as long as work is progressing and inspections are requested and performed. A permit will expire if the authorized work is not commenced within six months of permit issuance or if the authorized work/project is suspended or abandoned for period of six months after commencing work. Expired permits may be extended for a fee of ½ the original permit fee.

