



## Fire Protection System Information and Permit Application City of Dearborn

### HOODS / UL 300

#### APPLICATION

- Permits are required if you are repairing, replacing or altering any 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 hydraulic calculations for sprinkler systems or documentation for scheduled pipe systems (Plumbing Contractor Only)
- 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](mailto:firemars@ci.dearborn.mi.us) A processing fee will be applied for failure to submit digital plans.**

#### FEES

- Administrative Permit 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)
- Mechanical Permit Inspection Fee: \$ Determined by the scope of work
- Mechanical 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 equipment is in place and conforms with submitted plans.
- Horns and strobes must activate when system is tripped. If building fire alarm is provided, kitchen hood must activate alarm.
- System must shut down electrical and gas under hood.

#### 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.



**CITY OF DEARBORN**  
**PERMIT & PLAN REVIEW OFFICE**

**FIRE PROTECTION SYSTEM PERMIT APPLICATION**  
**HOODS / UL300**

**FOR OFFICE USE ONLY**

Permit Number \_\_\_\_\_  
 Date Submitted \_\_\_\_\_  
 Permit Clerk \_\_\_\_\_  
 Date Approved \_\_\_\_\_

**I. LOCATION / BUSINESS / PROJECT INFORMATION**

Site Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Building Name & Number: \_\_\_\_\_ Suite #: \_\_\_\_\_

Scope of Work: \_\_\_\_\_  
 New System     Existing System

Project Manager: \_\_\_\_\_

Contact Phone # : \_\_\_\_\_ Email: \_\_\_\_\_

**II. FEES**

<b>SUBTOTAL PERMIT FEES (minimum \$100)</b>	
<b>PERMIT PROCESSING FEE</b>	<b>100.00</b>
<b>FD PLAN REVIEW FEE</b>	<b>200.00</b>
<b>MECHANICAL PLAN REIEW FEE</b>	<b>50.00</b>
<b>MECHANICAL PERMIT INSPECTION FEE</b>	
<b>DIGITAL PROCESSING FEE</b> ( <b>\$25.00 plus \$2.00 each page over 10 pages</b> )	
<b>TOTAL PAYMENT DUE</b>	
Checks payable to "City of Dearborn"	

**III. APPLICANT INFORMATION / AFFIDAVIT**

Name of Registered Company			
Name of Registered Person of Company			
Company Address	City	State	Zip Code
City of Dearborn Registration #		Expiration Date	
Worker's Disability Compensation Insurance Carrier (or reason for exemption)			
Employer Identification Number (or reason for exemption)		MESC Employer Number (or reason for exemption)	

I affirm that the information provided in this application and the accompanying drawings, which are a part of this application, is accurate. The acceptance of the permit shall constitute an agreement to abide by all codes and ordinances enforced by the City of Dearborn.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_