

# 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](mailto:firemars@ci.dearborn.mi.us) A processing fee will be applied for failure to submit digital plans.**

### FEES

- Administrative Processing Fee: \$ 40.00 (non-refundable, due upon submittal)
- Processing Fee to Convert to Digital:
  - First 10 Pages \$ 25.00
  - Each Additional Page \$ 2.00
- Plan Review Fee: \$ 180.00 (due upon submittal)
- Minimum Permit Fee: \$ 100.00 (due upon permit issuance)
- Electrical Inspection Fee: \$ 50.00 (due upon permit issuance)
- Revision Fee: \$ 25.00
- 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.

