

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**
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)
- Mechanical 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 equipment is in place and conforms with submitted plans.
- Horns and strobes must activate during inspection.
- System must shut down electrical.

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

SUBTOTAL PERMIT FEES (minimum \$100)	
PERMIT PROCESSING FEE	40.00
PLAN REVIEW FEE	180.00
MECHANICAL INSPECTION FEE	50.00
DIGITAL PROCESSING FEE (<i>\$25.00 plus \$2.00 each page over 10 pages</i>)	
TOTAL PAYMENT DUE	
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 (<i>or reason for exemption</i>)			
Employer Identification Number (<i>or reason for exemption</i>)		MESC Employer Number (<i>or reason for exemption</i>)	

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 _____