

Fire Protection System

Information and Permit Application
City of Dearborn

SPRINKLER / SPECIAL FIRE SUPPRESSION SYSTEMS

Fire Extinguishing . Standpipe . Fire Pump . Underground Water/Hydrant . Automatic Sprinkler . CO2 . Dry Chemical

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
- Scope of work must be provided on drawings. Commodity classification being protected must be identified.
- **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)
- Mechanical Plan Review Fee: \$ 50.00 (due upon permit issuance)
- Mechanical Permit Inspection Fee: \$ Determined by scope of work
- 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 ceiling is open for piping inspection.
- Hydrostatic testing will be required for systems greater than 20 heads.

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.

