



FIRE ALARM PERMIT APPLICATION

CONSTRUCTION AND BUILDING

Location: 301 E Huron St., Ann Arbor, MI 48104-6120

Mailing: P.O. Box 8647, Ann Arbor, MI 48107-8647

Phone: 734.794.6263 ext. 0 building@a2gov.org

Fax: 734.994.8460

OFFICE USE ONLY	
Permit Number	MESA# _____
DATE STAMP	

APPLICATION MUST BE FILLED OUT COMPLETELY

AUTHORITY: PA. 230 of 1972, AS AMENDED

PENALTY: PERMIT WILL NOT BE ISSUED

PROPERTY LOCATION/OWNER INFORMATION

PROPERTY ADDRESS (Street No. and Name)		APT/SUITE #	
CITY	ZIPCODE	<i>Is this a Rental Property?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes, # of Units: _____	
ANN ARBOR			
NAME OF OWNER		PHONE/CELL # (AREA CODE)	

APPLICANT INFORMATION

WHO IS APPLYING FOR PERMIT?		NAME AND / OR COMPANY		
<input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR				
PHONE / CELL # (AREA CODE)		EMAIL		
ADDRESS		CITY	STATE	ZIPCODE
FEDERAL EMPLOYER I.D. # (OR REASON FOR EXEMPTION)		CONTRACTOR LICENSE #		EXPIRATION DATE
WORKERS COMPENSATION INSURANCE CARRIER (OR REASON FOR EXEMPTION)		MESC EMPLOYEE #		

TYPE OF JOB / PROJECT INFORMATION – COMPLETE ALL INFORMATION BELOW AND CHECK ALL THAT APPLIES

Has a Building Permit been obtained for this project?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Permit: BLDG# _____ <input type="checkbox"/> N/A		
<input checked="" type="checkbox"/> ELECTRICAL (ALARM) - Maximum 1 permit per application			
<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> NEW	<input type="checkbox"/> TENANT FINISH	<input type="checkbox"/> ADDITION
<input type="checkbox"/> OTHER	<input type="checkbox"/> EXISTING	<input type="checkbox"/> SPECIAL INSPECTION	<input type="checkbox"/> ALTERATION
<u>WORK DESCRIPTION:</u>			

PLAN REVIEW REQUIREMENTS

PLAN REVIEW IS REQUIRED FOR ALL FIRE SUPPRESSION PERMITS.

- Plans must be submitted with the application for review.
- Submit **two (2) SEALED and SIGNED** hardcopies. **One (1) digital version** of the project drawings should *also* be submitted if drawings are in excess of 25 pages. The digital version of such large scale projects must **NOT** exceed 75 MB (i.e. file should be optimized).
- Submit all manufacturer's specifications and/or hydraulic calculations in digital format.
- A **minimum of 24 Hours** is required for review and processing.

Please Note: Multiple applications on a property may require additional processing time.

HOMEOWNER AFFIDAVIT

I hereby certify the Electrical work described on this permit application shall be installed **by myself in my own home** in which I am living or about to occupy. All work shall be installed in accordance with the State Code and **shall not be enclosed, covered up**, or put into operation until it has been **inspected and approved** by the City Electrical Inspector. I will cooperate with the City Electrical Inspector and assume responsibility to arrange for necessary inspections.

APPLICANT SIGNATURE

Section 23A of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23A are subjected to civil fines. I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on this permit application is accurate to the best of my knowledge.

SIGN HERE X	PRINT NAME X	DATE
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Signature of Contractor or Homeowner (Homeowner signature indicates compliance with Homeowner Affidavit)



FIRE ALARM PERMIT APPLICATION

YOU MUST SUBMIT A COMPLETED APPLICATION

FEE CHART

Enter the number of items being installed, multiply by the unit price and add each for the total fee.		# OF ITEMS	UNIT PRICE	TOTAL
PERMIT ISSUANCE				
001	Basic Application Fee* (<i>non-refundable</i>)	1	\$15.00	\$15.00
002	Inspections (each)		\$35.00	
UNIT FEE INSPECTION				
003	Alarm Pull Box		\$18.00	
004	Alteration to existing system		\$40.00	
005	Exit Door Locking / Unlocking:			
005.1	First Door		\$10.00	
005.2	Each Additional Door		\$5.00	
006	Flow Switches (each)		\$20.00	
007	Master Panel / Sub – Panel		\$35.00	
008	Pull Stations:			
008.1	Up to Five (5) Stations		\$20.00	
008.2	Each additional Pull Station over 5		\$5.00	
009	Signal Devices			
009.1	Up to Five (5) Devices		\$8.00	
009.2	Each additional device over 5		\$2.00	
010	Smoke and Heat Detectors:			
010.1	Up to Five (5) Detectors		\$7.00	
010.2	Each additional detectors over 5		\$2.00	
011	Sprinkler Valve Switch:			
011.1	11 to 30 HP		\$10.00	
011.2	31 to 50 HP		\$15.00	
011.3	50 HP and above		\$20.00	
OTHER INSPECTIONS AND FEES				
012	Work without Permit**		\$130.00	
013	Test Observations – Hourly rate (minimum 2 hours)		\$50.00	
014	Industrial and Commercial Inspections and/or Annual Inspection Fee		\$500.00	
015	Onsite Consultation with Inspector		\$35.00	
016	Special or Overtime Inspection		\$130.00	
017	Plan Review: 25% of permit fee (minimum \$100)			
018	Fire Alarm Contractor Registration		\$15.00	
TOTAL PERMIT FEES:			\$	

Please Note: New Fees have been introduced above.

*Basic Application Fee no longer include one (1) inspection

**Investigations conducted as part of a complaint for work without a permit

INSTRUCTIONS FOR SUBMITTING APPLICATIONS

Incomplete or illegible forms **WILL NOT** be accepted. Electrical / Fire Alarm work will not be started until the application for the permit has been filed with our office. All installations shall be in conformance with the State Electrical code. **No work shall be concealed until it has been inspected and approved.**

All Permits **MUST** be signed by either the Homeowner, License Holder, Qualifying Officer or Owner of the contracting company.

Permit Applications can be submitted to the City of Ann Arbor Planning and Development Services by mail or in person We also accept email, fax, or scanned copies of completed applications.

We accept CASH, CHECK, and all major credit cards. Checks should be made payable to “City of Ann Arbor”

Permit applications not submitted with the required documents or payments, cannot be issued until such is provided.

CONTRACTOR REGISTRATION

You must provide the following to register with the City of Ann Arbor:

1. Copy of the current Contractor’s License and Master Electrician’s License.
2. Copy of a **clear** picture of Driver’s License of the person the license has been issued to.
3. Letter (s) of authorization from qualifying agent (s) of the company, if not the License Holder / Owner of the Company.

PERMIT EXPIRATION

A permit remains valid as long as work is progressing and inspections are requested and being conducted. Any and all permit will be closed when no inspections are requested and conducted within six (6) months (180 days) of the date of issuance or the date of the previous inspection.

EXPIRED PERMITS CANNOT BE REFUNDED. ELIGIBLE EXPIRED PERMITS WILL BE SUBJECT TO A FEE OF \$35.00 TO RE-OPEN.

SCHEDULING INSPECTIONS

Contact the City of Ann Arbor Planning and Development Services Department, **24 hours in advance and no later than 2:30 pm.**

When ready for an inspection:

- Log onto www.a2gov.org/permits and schedule online through eTrakiT or call (734) 794-6263 ext. 0
- Same day cancellation **will** result in a full inspection fee charge of \$35.00 each time.

You will need your job address and permit number ready to schedule the inspection

OFFICE USE ONLY

Permit Fee:	\$ _____
Payment Type:	<input type="checkbox"/> Check: # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card