



**FIRE ALARM PERMIT APPLICATION**

Building Department

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AUTHORITY: P.A. 230 OF 1972, AS AMENDED  
COMPLETION: MANDATORY TO OBTAIN PERMIT  
PENALTY: PERMIT CAN NOT BE ISSUED

**I. JOB LOCATION**

Project Name		Has Building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required		Owner / Tenant Name	
Street Address & Job Location (Street No. and Name)			City	Zip Code	Suite / Space #

**II. CONTRACTOR/HOMEOWNER INFORMATION**

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner		Company Name		Contact Name	
Email Address			State Perm I.D. Number		Expiration Date
Address (Street No. and Name)			Fire Alarm/Electrical License Number		Expiration Date
City	State	Zip Code		Cell Phone Number	
Telephone Number		Fax Number		Federal Employer ID Number (or reason for exemption)	
Workers Compensation Insurance Carrier (or reason for exemption)			MESC Employer Number (or reason for exemption)		

**\*\*\*FIRE ALARM ACCEPTANCE TEST AND FINAL FIRE ALARM INSPECTION REQUESTS MUST BE MADE BY CALLING FOR INSPECTIONS 48 HOURS IN ADVANCE AT 313-252-0050 ext. 209\*\*\***

**III. DESCRIPTION OF JOB - Please describe the work to be performed**

**IV. PLAN REVIEW REQUIRED**

**\*\*Plan review required for all fire alarm permits. Plans must be submitted with the application for plan examination.\*\***

**V. 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.	
Signature of Licensee or Homeowner ( <u>Homeowner's signature indicates compliance with Section VI Homeowner Affidavit</u> )	Date

**VI. 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 Electrical Code and **shall not be enclosed, covered up,** or put into operation until it has been **inspected** and **approved** by the Electrical Inspector. I will cooperate with the Electrical Inspector and assume the responsibility to arrange for necessary inspections.

## Fee Chart

Fire alarm items shall include but not be limited to; manual pull station (each box), fire alarm signal devices (horn or bell), heat or smoke detectors, fire alarm control panel (FACP), sprinkler system (wet only), sprinkler system (wet and dry), and alterations/additions to existing systems.

	FEE	# ITEMS	TOTAL
1. CED Administration Fee (Required)	\$50.00	1	\$50.00
2. FD Administration Fee (Required)	\$100.00	1	\$100.00
3. FD Fire Alarm Plan Review*	\$200.00		
4. Electrical Inspection	\$75.00 ea		
5. Re-Inspection	\$75.00 ea		
<b>TOTAL FEES</b>			

**MAKE CHECKS PAYABLE TO CITY OF HIGHLAND PARK**

### INSTRUCTIONS FOR COMPLETING APPLICATION

**GENERAL:** Electrical/fire alarm work shall not be started until the application for permit has been approved and issued by the City of Highland Park. All installations shall be in conformance with the State Electrical Code. **No work shall be concealed until it has been inspected.**

**EXPIRATION OF PERMIT:** A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED.**

### FEE SCHEDULE:

CED Administration Fee: \$50.00 (Required on all permits)  
 FD Administration Fee: \$100.00 (Required on all permits)

Electrical Inspection – CED: \$75.00 each (One required on all alarm permits)  
 Mechanical Inspection - CED: \$75.00 each (One required on all suppression permits)

Re-Inspection Fee: \$75.00 each inspection (Charged on all failed inspections by CED and FD. Must be paid prior to re-inspection.)

FD Plan Review Fees: Minimum Fee: \$200.00\*

\*Fire suppression and fire alarm plans are reviewed by outside consultants. The actual cost for the consultants review shall be paid by the applicant at the time of application. The current fee schedule for the consultant is available at the Department office.