

**Fire Prevention Chief David Allison**  
734-955-8963  
[dallison@romulusgov.com](mailto:dallison@romulusgov.com)



**Fire Prevention Main Office**  
734-941-8585  
[fire@romulusgov.com](mailto:fire@romulusgov.com)

## **INFORMATION FOR FIRE ALARM SYSTEM PERMIT**

### **APPLICATION**

In general, plans are reviewed "in house". However, some plan reviews will require third party review at the Fire Department's discretion. The Contractor will be responsible for these outside fees along with the Fire Department's Test Fees and an administration fee of 10% of the department's cost. The Contractor will be provided with a rough estimate and will be required to sign off on the estimate prior to the plans being sent for review.

- Permits are required for new install, repairing or replacing any portion of a fire alarm system
- Contractors must be licensed by State of Michigan and registered with City of Romulus
- To avoid delays in processing and to avoid revision fees, ensure application is filled out completely and submitted with all required documentation.

### **REQUIRED DOCUMENTATION**

The following documentation will be required from each contractor:

- Completed Application
- Three (3) sets of scaled drawings, signed and sealed by a registered design professional.
- One (1) copy of product specifications or cut sheets and battery calculations
- Scope of work to be provided on drawings. Rooms must be labeled or visual device is required.

### **FEES**

Payment is preferred by check, made payable to "City of Romulus". Credit Cards are also accepted. Online payments may be made on our website: [www.romulusgov.com](http://www.romulusgov.com).

### **PLAN REVIEW PROCESSING**

- Please allow ten (10) business days for processing
- If there are any deficiencies or insufficient information on the required documentation, the contractor will be contacted and asked to provide missing or additional information.
- Permits are issued upon receipt of payment at Fire Administration, 28777 Eureka Rd Romulus

### **INSPECTIONS/TESTING**

Inspections/Testing are required for all system installations/modifications and shall be witnessed by this department. A contractor shall make requests through Fire Administration a minimum of 72-hours in advance by calling (734) 941-8585.

- At time of inspection, ensure all ceiling, flooring, doors, windows, etc. are in place
- dB readings will take place in all rooms and be provided at the time of inspection
- 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 and heat detectors with proper testing equipment.
- System shall be pretested and deficiencies corrected prior to the Fire Department inspection
- Hourly rates for Chief Code Official shall be applicable for Inspection/Testing of extra-large, special hazard or specialty systems requiring extended on-site time

### **PERMIT EXPIRATION**

A permit remains valid as long as work is progressing and inspections/testing 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 is suspended or abandoned for a period of six months after commencing work. Expired permits may be extended upon written request of the contractor for a period of 6 months with the approval of the Fire Prevention Chief Officer.

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**APP**

**ITEM**

Date: \_\_\_\_\_ Job Location: \_\_\_\_\_

Business/Project Name: \_\_\_\_\_ Address: \_\_\_\_\_

Contractor/Applicant: \_\_\_\_\_ License No. \_\_\_\_\_

Address: \_\_\_\_\_ Office Phone: \_\_\_\_\_

FDID# \_\_\_\_\_ MESC Employer Number \_\_\_\_\_ Worker's Comp. Carrier: \_\_\_\_\_

Project Manager: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Plan Review Required:** This is not a permit. Three sets of stamped plans, calculations, and cut sheets must be submitted for installations and/or alterations to fire alarm, detection, or notification systems. Installation may not begin until a permit has been secured. Starting work prior to securing permit may result in double permits.

**Plan reviews may require third party review with the applicant responsible for fees, Fire Department test fees, and an administration fee of 10% of cost. Applicant will approve the rough estimate prior to review.**

<b>Fire Alarm System New / Addition / Replacement - Per System - Base Fee</b>	\$105.00	
Alarm Control Panel	\$95.00	
Central Station Connection	\$50.00	
First Initiating Device	\$27.00	
Each Additional Device	\$15.00	
First Auxiliary Control Device	\$27.00	
Each Additional Device	\$15.00	
First Audio-Visual Device	\$27.00	
Each Additional Device	\$15.00	
First Communication Device	\$27.00	
Each Additional Device	\$15.00	
Other System / Equipment	\$95.00	
<b>Inspection / Test</b>		
Per System Inspection / Test - Small	\$160.00	
Per System Inspection / Test - Medium	\$290.00	
Per System Inspection / Test - Large	\$550.00	
Per System Inspection / Test - Extra Large	\$1,250.00	
<b>Administrative Fee</b>	\$50.00	
<b>Contractor Registration Fee</b>	\$26.00	

**Total Fee \$**

I, hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the State of Michigan/City of Romulus. All information submitted on this application is accurate to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_