

Fire Prevention Chief David Allison
734-955-8963
dallison@romulusgov.com



Fire Prevention Main Office
734-941-8585
fire@romulusgov.com

INFORMATION FOR FIRE SUPPRESSION 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 protection 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 for devices used.
- Scope of work to be provided on drawings. Rooms must be labeled or visual device is required.

FEES

Payment may be made by check and made payable to "City of Romulus". Credit Cards are also accepted. Online payments may be made on our website: 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. (Under 20 heads requires only a visual inspection)

- At time of inspection, ensure all ceiling, flooring, doors, windows, etc. are in place (except for rough inspections)
- Fire Alarms shall be "in-service" and monitored at time of testing.
- System shall be pre-tested where applicable, 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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APPLICATION FOR INSTALLATION OF FIRE SUPPRESSION SYSTEM

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 suppression, detection, or notification systems. Installation may not begin until a permit has been secured. Starting work prior to securing permit may result in double permit fees.

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

Review Sprinkler System New / Addition / Replacement - Per System - Base Fee	\$135.00	
Plus Each Head	\$2.00	
Plus Fire Pump	\$265.00	
Plus Each Hose Connection	\$15.00	
Plus Any Additional / Other System / Equipment	\$95.00	
Review Spray Booth Plan	\$105.00	
Review UL 300 Hood Suppression	\$105.00	
Review Standpipe System	\$135.00	
Testing / Inspection Sprinkler Hydro-Test Per System	\$160.00	
UL 300 Puff Test	\$105.00	
Rough Pipe Inspection Only	\$105.00	
Spray Booth Acceptance Test	\$105.00	
Visual Inspection Only	\$105.00	
Administrative Fee	\$50.00	
Contractor Registration Fee	\$15.00	
Hourly rate for Chief Code Official applicable for inspection / testing of extra large, special hazard or specialty systems requiring extended on-site time will be billed per hour.	\$105.00	

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: _____