

FIRE ALARM PERMIT APPLICATION



CITY OF MIDDLEBURG HEIGHTS
Building Department
15700 Bagley Road
Middleburg Heights, OH 44130
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Project Address: _____ **Unit/Suite/Bldg #:** _____

Tenant Name: _____ **Phone #:** _____

Property Owner Name: _____

Property Owner Address: (If different from above): _____

Type of System: _____ Installation in a new building under construction
(Please check one) _____ Installation in an addition to an existing building
_____ New installation to an existing building
_____ Alteration to an existing system/repair or replace of existing system

Number of devices: _____

Submittal: * 4 sets of construction documents shall include (but are not limited to) the following:
symbol legend; riser diagram; floor plan detailing locations of all existing and proposed system components; battery calculations; conductor types and sizes; voltage drop calculations; sequence of operations description; manufacturers, model numbers, and listing information for equipment, devices and materials; elevation or specification detailing the mounting height of devices

* **Plan exam deposit:** up to 25 devices = \$300, over 25 devices = \$500

Plan exam deposit monies will be used as payment to the Plans Examiner for the review of plans submitted at such time. Upon approval, any monies not used during the review process will be refunded in the form a check issued by the Finance Department.

NOTE: BEFORE ANY JOB IS STARTED, ALL CONTRACTORS MUST BE REGISTERED AND A PERMIT MUST BE APPROVED AND ISSUED. ANY JOB STARTED BEFORE APPROVAL AND ISSUANCE OF A PERMIT SHALL BE SUBJECT TO A PENALTY.

Contractor: _____ **Contact Person:** _____

Contractor Address: _____

E-mail: _____ **Phone #:** _____

Applicant Signature: _____

APPROVAL:

BUILDING COMMISSIONER

DATE