

FIRE SPRINKLER/SUPPRESSION PERMIT APPLICATION



CITY OF MIDDLEBURG HEIGHTS
Building Department
15700 Bagley Road
Middleburg Heights, OH 44130
Phone (440) 234-2218 • Fax (440) 234-9092
E-mail: building@middleburgheights.com



Project Address: _____ **Unit/Suite/Bldg #:** _____

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

Property Owner Name: _____

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

Type of System: _____ Install new system in building under construction # Heads _____
(Please check one) _____ Install new system in an addition to an existing building # Heads _____
_____ Install new system to an existing building # Heads _____
_____ Modify an existing automatic sprinkler system
Heads: added _____ deleted _____ relocated _____
_____ Other: _____

Submittal Requirements:

***4 sets of drawings, specifications, cut sheets and applicable calculations**

*** Plan exam deposit: up to 150 devices = \$300, over 150 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