

# FIRE PROTECTION APPLICATION INSTRUCTIONS



## CITY OF MIDDLEBURG HEIGHTS BUILDING DEPARTMENT

15700 Bagley Road  
Middleburg Heights, OH 44130  
Phone (440) 234-2218

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Please submit the Fire Protection Application with all documents and drawings online at: <https://web.mygov.us/>.

**Paper copies are not required.**

Once received you will be invoiced for a \$500 Plan Exam Deposit. Payment can be made by cash, check or credit card (3.25% fee added)

### FIRE ALARM SUBMITTALS:

\*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 – listing information for equipment, devices and materials; elevation or specification detailing the mounting height of devices

Inspection: Rough, Final – with Building Inspector and Fire Department Rep. (48-hour notice required)

### FIRE SPRINKLER/SUPPRESSION SUBMITTALS:

\*Drawings, specifications, cut sheets and applicable calculations

Inspection: Visual; Hydro Test; Final – with Building Inspector and Fire Department Rep (48-hour notice required)

### HOOD SUPPRESSION SUBMITTALS:

\*Construction documents shall include (but are not limited to) the following:

Graphic description should be drawn to scale or with adequate working dimensions to describe the scope of work. Information should, for example, include adequate descriptions, dimensions, sizes, etc. of: pipe fittings – capacity, number, and location of storage cylinders – nozzle ratings, locations & distribution – detecting devices – operating or actuation devices – electrical devices – alarm devices – auxiliary or safety equipment. Provide information on the pre-engineered hood fire suppression system and its components from the manufacturer's installation manual.

Inspection: Final with Building Inspector and Fire Department Rep (48-hour notice required)

### CELLULAR COMMUNICATOR SUBMITTALS:

**Cellular communication permits are not sent out for Plan Review, therefore a deposit is not required**

Inspection: Final with Building Inspector and Fire Department Rep (48-hour notice required)