

## Application for a Fire Alarm Permit

To apply for a permit, please complete the following:

- Application form
- One PDF copy of the plans (no paper)
- One PDF copy of the equipment cut sheets (no paper)

Incomplete forms will be rejected. Work **shall not start until a permit has been issued.** Installations shall be in conformance with state codes. *Please allow 24 hours for processing.*

**Job Address:** \_\_\_\_\_ **Owner Name:** \_\_\_\_\_

**Business, if applicable:** \_\_\_\_\_ **Location/Area:** \_\_\_\_\_

**Work Description:** \_\_\_\_\_

	Fee	Quantity	Amount
<b>SELECT BASE FEE:</b>			
Base Fee (includes 1 inspection)	\$120.00		
<b>ADD NUMBER OF INSPECTIONS:</b>			
Inspection(s)	\$60.00		
(For multi-unit buildings, inspections based on # of dwelling units. See back for details.)			
<b>CHOOSE FIXTURES:</b>			
Circuit (each)	\$6.00		
Fire Alarm (each device)	\$4.00		
Smoke Detectors:	-		
0 to 5 devices	\$5.00		
6 to 10 devices	\$10.00		
Each device over 10	\$3.00		
	\$6.00		
<b>Total:</b>			

### **PLAN REVIEW:**

Plans are required for all building types and shall be prepared by a licensed fire alarm contractor, fire alarm specialty technician or electrical contractor as required by Public Act 407 of 2016.

Have plans been submitted?

- Yes  
 No

Plan review must be completed before the permit will be issued. Plan review takes 10-14 business days. Please plan accordingly.

*If 3<sup>rd</sup> party plan review is necessary, the applicant shall pay the actual cost of the review. Plan review times vary. Contact the office for additional details (616) 355-1330 or [permits@cityofholland.com](mailto:permits@cityofholland.com)*

### **APPLICANT INFORMATION:**

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Contractor Lic #:** \_\_\_\_\_ **EXP:** \_\_\_\_\_

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Over →**

January 2023

**Community & Neighborhood Services**

270 S River Ave  
Holland, MI 49423

Phone: 616 355-1330  
Fax: 616 546-7058  
Email: [permits@cityofholland.com](mailto:permits@cityofholland.com)

**INSPECTIONS:**

**No work shall be concealed until it has been inspected.**

When ready for an inspection, call Community & Neighborhood Services at (616) 355-1330. **A minimum of 24 hours' notice is required, when scheduling an inspection.**

\* For Non-Residential inspections with multiple dwelling units (such as a hotel, motel, or apartment building), inspections are charged at the rate of **one inspection fee per 4 units**.

*Example:* If an apartment building consists of 12 units, 3 inspection fees will be charged for a rough inspection for the whole building (12 units ÷ 4 = 3 inspection fees). Please plan accordingly.

**PERMIT EXPIRATION:**

Permits expire after 180 days. Expired permit cannot be refunded or reinstated.

**LATE FEE:**

Late fees of \$100 per day will be charged for work started **before** a permit is issued.

**CONTRACTORS:**

Federal Employer ID Number (or reason for exemption):	Workers Comp Insurance Carrier (or reason for exemption):
Unemployment Insurance Agency Employer Account Number (or reason for exemption):	

**Once completed**, return this application to the department of Community & Neighborhood Services by e-mail it to [permits@cityofholland.com](mailto:permits@cityofholland.com); or by dropping it off at City Hall, 270 S River Ave. If you have any questions, please call us at (616) 355-1330.



Go paperless! You can apply for City of Holland trade and building permits online at [www.bsaonline.com](http://www.bsaonline.com), *excluding applications that require plan review*. Contact us to learn more about this process.

**OFFICE USE ONLY:**

Permit #: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_