FIRE SUPPRESSION PERMIT APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT

45175 Ten Mile Rd
Novi, Michigan 48375

Revised 7.1.2026

AUTHORITY:	P.A. 230 OF 1972, AS AMENDED
COMPLETION:	MANDATORY TO OBTAIN PERMIT
PENALTY:	PERMIT CAN NOT BE ISSUED

Main Line (248) 347-0415 Fax (248) 735-5600 Fire Suppression Inspection Line(248) 735-5674

I. JOB LOCATION

Project Name	Has Building permit been obtained for this project? ☐ Yes ☐ No ☐ Not Required	Owner / Tenant Name	
Street Address & Job Location (Street No. and Name)	City	Zip Code	Suite / Space #

II. CONTRACTOR/HOMEOWNER INFORMATION

☐ Contractor ☐ Homeowner	Company Name	Contact Name	
Email Address		State Perm I.D. Number	Expiration Date
Address (Street No. and Name)		Mechanical License Number	Expiration Date
City	State	Zip Code	Cell Phone Number
Telephone Number	Fax Number	Federal Employer ID Number (or reason for exemption)	
Workers Compensation Insurance Carrier (or reason for exemption)		MESC Employer Number (or reason for exemption)	

ALL FIRE SUPPRESSION INSPECTION REQUESTS MUST BE MADE BY CALLING FOR INSPECTIONS 48 HOURS IN ADVANCE AT 248-735-5674.

III. DESCRIPTION OF JOB - Please describe the work to be performed

IV. PLAN REVIEW REQUIRED

****Plan review required for all fire suppression permits. Plans must be submitted with the application for plan examination.****

V. APPLICANT SIGNATURE

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 of Licensee or Homeowner **(Homeowner's signature indicates compliance with Section VI Homeowner Affidavit)**	Date

VI. HOMEOWNER AFFIDAVIT

I hereby certify the mechanical work described on this permit application shall be installed **by myself in my own home** in which I am living or about to occupy. All work shall be installed in accordance with the Mechanical Code and **shall not be enclosed, covered up**, or put into operation until it has been **inspected** and **approved** by the Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

NEW BUILDING FIRE SUPPRESSION PLANS MUST FIRST BE SUBMITTED TO ONE OF THE THIRD PARTY PLAN REVIEW CONSULTANTS PROVIDED AT THE BOTTOM OF THIS APPLICATION

The signed and sealed fire alarm plans are reviewed by third party reviewers - to be approved by Novi Building Department Mechanical Division.

Deferred Submittal Letters - find sample at cityofnovi.org. If required, the permit will not be released until it is provided and will hold up review.

The plans submitted are for the following review:

- ☐ **FIRE SPRINKLER PLANS** - Signed, Sealed and Folded
- ☐ **SPECIAL SUPPRESSION SYSTEMS**
  Wet chemical fire extinguishing systems, dry chemical fire extinguishing systems, foam fire extinguishing systems, carbon dioxide fire extinguishing systems, Halon fire extinguishing systems and Clean agent fire extinguishing systems
- ☐ **LIMITED AREA SPRINKLER SYSTEMS** (domestic water supply)
- ☐ **MODIFIED FIRE SPRINKLER PLANS** - 20 heads or less or as determined by the Mechanical Division
  Must be drawn by person with a NICET III certification or plans shall be signed and sealed by a registered design professional.

SPECIFICATIONS FOR PLAN SUBMITTAL:

- □ Four (4) sets of folded plans are to be submitted for review
- □ When a plan requires a P.E. stamp (Professional Engineer), all plans and supporting documents shall bear that seal
- □ Fire Protection Systems must be designed and installed in accordance with Chapter 9 of the 2021 edition of the Michigan Building Code, the applicable referenced standard(s) and local requirements
- □ Fire Protection System shop drawings must include plans, details, calculations (e.g., hydraulic calculations, battery calculations) and current manufacturer's catalog cut sheets for all components.
- □ When a plan is designed by a N.I.C.E.T. (National Institute for Certification in Engineering Technologies) certified individual, a signed certification letter shall accompany each set of plans referencing the specific construction documents.
- □ Limited area fire sprinkler systems connected to a separate fire system water supply shall follow the below criteria (for automatic fire suppression systems).
- □ Limited area fire sprinkler systems connected to the domestic water supply shall be reviewed and inspected by the Mechanical Inspector.
- □ ***A "Deferred Submittal Letter" from the Design Professional in Responsible Charge must be included with all plan submittals***

AUTOMATIC SPRINKLER SYSTEMS

New Systems or Alterations & Additions to Existing Systems including Special Suppression System

- □ Systems designed by a N.I.C.E.T. Level III (or above) Certified Individual **OR** plans shall be signed and sealed by a Professional Engineer
- □ Four (4) sets of plans are to be submitted to third party for review
- □ Three (3) sets of folded third party approved plans are submitted to the Building Department for review and approval by the Mechanical Inspector
- □ ***A "Deferred Submittal Letter" from the Design Professional in Responsible Charge must be included with all plan submittals***
- □ Field inspections and Acceptance Tests will be performed by the Fire Department

Minor Alterations of Existing Systems (20 heads or less or as determined by the Mechanical Division)

- □ Three (3) sets of folded plans are submitted to the Building Department to be reviewed and approved by the Mechanical Division
- □ Field inspections by the Fire Department
- □ The applicant must also provide verification that the equivalent lengths of the piping being modified are not greater than the equivalent lengths of existing system.
- □ ***A "Deferred Submittal Letter" from the Design Professional in Responsible Charge must be included with all plan submittals***

Special Sprinkler Systems

Wet chemical, Halon, dry chemical, carbon dioxide systems, foam, and Clean Agent Fire Extinguishing Systems. These are specialized fire suppression systems installed in commercials kitchen hoods, gas station canopies, industrial testing rooms and other installations.

Special Suppression Systems

- □ Plans are submitted to third party consultants for review
- □ Plans are stamped as recommended for approval
- □ Plans are submitted to the Building Department for review and approval by the Mechanical Division
- □ ***A "Deferred Submittal Letter" from the Design Professional in Responsible Charge must be included with all plan submittals***
- □ Field inspections and Acceptance Tests will be performed by the Fire Department

VII. Fee Chart - Fees will be calculated by the Fire Marshal and paid at time of permit issuance.

DO NOT FILL OUT

	FEE	# ITEMS	TOTAL
1. Application Fee (**non-refundable**)	$35.00	**1**	**$35.00**
2. Fire suppression/protection - minimum $25.00	$0.85 per head		
3. Flushing of Pipe Inspection	$60.00		
4. Rough Inspection	$60.00		
5. Hydro Inspection	$60.00		
6. Final Inspection	$60.00	**1**	**$60.00**
7. Hood / Duct Systems - minimum $15.00 for 1	$6.00 each additional		
8. Special/Safety Inspection/Hood system	$50.00		
9. Additional Inspection	$50.00		
10. Certification Fee	$12.00		
11. Plan Review Fee (In House Reviews Only)	$500.00		
12. Additional Plan Review Fee (In House)	$100.00		

TOTAL FEES

MAKE CHECKS PAYABLE TO CITY OF NOVI

INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Mechanical work shall not be started until the application for permit has been approved and issued by the City of Novi. All installations shall be in conformance with the State Mechanical Code. **No work shall be concealed until it has been inspected.** Call for inspections 48 hours in advance at 248-735-5674. You will need the **job address and permit number** to request an inspection. Any questions regarding fire suppression permits and inspections can be directed to the Fire Marshal at 248-735-5674.

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED.**

Third Party Plan Review Consultants

Firedyne Engineering, P.C.

18222 Cork Road
Tinley Park, IL 60477
Phone # (708) 518-9208
Fax # (708) 633-1569
email: firedyne@comcast.net

Code Savvy Consultants

9032 Rosemary Ln
Brighton, MI 48114
Phone # (810)-214-0116
email:
mobrian@codesaavyconsultants.com

Fire Safety Consultants, Inc.

24445 Northwestern Hwy, Suite 110
Southfiled MI 48075
Phone# (248) 545-3330
email: tkulesza@firesafetyfsci.com

Fire Savvy Consultants

701 Woodward Heights, Suite 118
Ferndale, MI 48220
Phone # (800)-515-8464
email: tim@firesavvyinc.com