FIRE ALARM 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 Alarm Inspection Line (248) 735-5674 cityofnovi.org

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)		Fire Alarm/Electrical 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)	

FIRE ALARM ACCEPTANCE TEST AND FINAL FIRE ALARM 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 alarm 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 electrical 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 Electrical Code and **shall not be enclosed, covered up**, or put into operation until it has been **inspected** and **approved** by the Electrical Inspector. I will cooperate with the Electrical 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 Electrical 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.

Fire Alarm Systems

New Systems

□ Four (4) sets of plans are to be submitted to third party reviewers
□ Three (3) sets of folded plans approved by third party reviewers are submitted to the Building Department review and approval by the for review and approval by the Electrical Inspector.
□ Field Inspections and Acceptance Tests will be performed by the Fire Department
□ ***A "Deferred Submittal Letter" from the Design Professional in Responsible Charge must be included with all plan submittals.***

Alterations to Existing Systems

□ Four (4) sets of folded plans are dropped off at Community Development Department for review.
□ Field Inspections and Acceptance Tests will be performed by the Fire Department.
□ ***A "Deferred Submittal Letter" from the Design Professional in Responsible Charge must be included with all plan submittals.***

VIIa. Fee Clarification

Fire alarm items shall include but not be limited to; manual pull station (each box), fire alarm signal devices (horn or bell), heat or smoke detectors, fire alarm control panel (FACP), sprinkler system (wet only), sprinkler system (wet and dry), and alterations/additions to existing systems.

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. Circuits	$6.00		
3. Fire Alarms - up to 10 devices	$60.00		
4. Fire Alarms - 11 to 20 devices	$120.00		
5. Fire Alarms - over 20 devices	$6.00 ea		

	FEE	# ITEMS	TOTAL
6. Special/Safety Insp.	$60.00		
7. Additional Inspection	$60.00		
8. Final Inspection	$60.00	**1**	**$60.00**
9. Plan Review Fee (In House)	$500.00		
10. Additional Plan Review Fee (In House)	$100.00		

TOTAL FEES

MAKE CHECKS PAYABLE TO CITY OF NOVI

INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Electrical/fire alarm 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 Electrical Code. **No work shall be concealed until it has been inspected.** Rough and final electrical inspection requests will be made at cityofnovi.org. When ready for these inspections, log onto website 24 hours in advance no later than 3:30 p.m. **Fire alarm acceptance test and final fire alarm inspection requests will be made by calling for inspections 48 hours in advance at 248-735-5674.** You will need the **job address and permit number** to request inspections. Any questions regarding the electrical portion can be directed to the Inspector between 8 - 9 a.m. and 3 - 4 p.m. Any questions regarding the fire alarm portion 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.**

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