



Fire Department

500 West Big Beaver Road

Troy, Michigan 48084

Phone: 248-524-3419

Fax: 248-689-7520

General Information

- Office Hours: Monday through Friday 0800 – 1630 hours
- **24-Hour Fire Dispatch Center:** 248-524-3477
- Web Address: www.troymi.gov/fire
- Permit Application Forms: www.troymi.gov/fire/permitapps
 - A permit is required anytime work is performed on a fire alarm or fire suppression system:
 - When replacing initiating devices or system components that are different from previously approved devices or components, only a cut sheet of the new device(s) **may be** required. Contact the Troy Fire Prevention Division if you have questions.
 - *Exceptions*
 - Annual / Routine Maintenance (NFPA 72, NFPA 25)
 - Emergency repairs to a device(s) to restore the system. Notification to the fire department fire prevention division is still required.
 - A permit is required for replacement of recalled or out-dated equipment. This helps to verify proper system coverage requirements.
 - A permit may be required for repairs to damaged systems. When in doubt, contact the Troy Fire Prevention Division.

PLAN SUBMITTAL PROCESS

Submitting Plans

- Paper Copies
 - Submit at least 2 printed copies for review, plus as many other copies as necessary to complete the job. Be sure to include a copy that will be posted at the job site.
 - Submit appropriate copies of all supporting documentation as needed
- Electronic Copy (1)
 - This requirement is effective July 1, 2004. It is for all required all submittals.
 - On disk in one of the following formats: “.pdf”, “.doc”, “.docx”, “.jpg”, “.tiff”, “.dwg”, or “autocad”. **The preferred method is “.pdf”**

- Submit your drawings, all supporting documentation and permit application on floppy disk, CD or via e-mail to: fd_plans@ci.troy.mi.us
- All paper submittals must be submitted to the City of Troy Building Department. (*E-mail submittals may be sent directly to TFD*)
- Write the job address on the CD or floppy disk. Use the job address for the file name (instead of drawing 01, drawing 02).
- If you have any questions about this process, please contact Lt. Bill McNabb at 248-524-3524 or at mcnabbwr@troymi.gov.
- When applying for permits, please use the current forms, available on-line at: www.troymi.gov/fire/permitapps
- Do not fill in the amounts on the permit or send a check at this time. Permit amounts will be filled in by the fire inspector assigned to perform the review.
- Allow for sufficient review time.
- Average review time is approximately 1-2 weeks.
- Allow at least 1 week after submittal before calling.

Plan Approval

- Notification
 - Clarification
 - Notification of rejection or approval
- Payment
 - Once approved, stamped plans and permit may be picked up from the City of Troy Building Department.
 - Ask for the amount of the permit.
 - Make checks payable to the City of Troy.

Job Site

- **Post your permit and a stamped, approved set of drawings at the job site.** Copies are acceptable.
- **Do not start work without a permit.** Under *rare* circumstances work may be allowed to begin, but call first and ask for the inspector assigned to your job.
- **Working without a permit or failure to post the permit and approved drawings may require the inspector to:**
 - **Red-Tag the Job.** This means no final approval for C of O from the Building Official until the violation is corrected.
 - Requires a re-inspection fee to be paid at the City of Troy.
 - **Post a Stop Work Order.** This means work stops IMMEDIATELY and workers must leave the jobsite.
 - Requires a re-inspection fee to be paid at the City of Troy.
 - **Citation is issued.** In addition to the above actions, the inspector may issue a “Notice of Violation (NOV)” or a “Municipal Civil Infraction (MCI)” citation.
 - The NOV citation carries a fine payable to the City of Troy and ranges from \$65 to \$500.
 - The MCI citation is a court summons that requires an appearance before a district court judge to explain why you chose to violate the

ordinance. It carries a maximum fine of up to \$500 and/or jail time of up to 93 days.

Preparing for Final Approval – Fire Alarm

- Ring-out (test) the entire system thoroughly before calling for a “final inspection”.
 - Verify it works as designed.
 - Do not call until the system and the installer are prepared.
- Use the “Fire Alarm Acceptance Test Requirements” form located at: www.troy.mi.gov/fire/permitapps
 - This form covers personnel, equipment, preparation steps, what the expected operational sequence should be, functions at the FACP, and what applicable devices will be tested.
- Once the alarm system is connected to a monitoring station:
 - Contact both the central station alarm monitoring center and the Troy dispatch center BEFORE you begin your work – EVERYDAY.
- When requesting the fire department to be present for a final acceptance test, provide at least 1 week notice. This allows for sufficient time to schedule the appropriate resources.
 - New and existing systems – Do not notify the alarm monitoring company on the day of the final test. Verify this procedure with the fire inspector *if you are testing the central station connection*.
 - Reminder – Working on a monitored fire alarm or fire suppression system and causing a false alarm may result in additional fines, fees and possibly jail time for the contractor. Contact the central station alarm monitoring company and the Troy dispatch center by phone before work has started and after work has stopped.

Special Locking Arrangements

- All contractors should review the “Special Locking Arrangements” in the Michigan Building Code. Mag-Locks and electric strikes always require an electrical permit and a fire protection permit. Questions may be directed to the fire prevention division at 248-524-3419.