



SOUTH METRO FIRE DEPARTMENT

Fire Prevention Division

1650 Humboldt Avenue • West St. Paul MN 55118

Phone: (651) 552-4172 • FAX: (651) 552-4195

www.smfdmn.org

Fire Alarm System Permit Application

Application Date:	Permit Fee*
Site Information	
Site Name:	
Owners Name:	
Address:	
Phone:	E-Mail:
Contractor Information	
Name:	
Address:	
Contact Name:	
Phone:	E-Mail:
State License Number:	
Project Information	
Contract Value:	Estimated Date of Completion:
Project Description:	
The undersigned hereby agrees to do all the work in accordance with the Local Jurisdiction, MN State Building Code, MN State Fire Code, to all recognized standards, and the conditions listed on the backside of this Permit application form.	
Signature:	Date:
All permit applications must be accompanied with: 1. One set of working plans and specifications as listed in NFPA 72. 2. Cut sheets on materials and components to be used. 3. One set of digital plans in PDF format. Cut sheets may also be submitted digitally. Submit digital information to mjuelfs@southmetrofire.com .	

***Permit Fee is (1.25%) of contract value or the minimum fee of \$66.50.**

Enter contract value to calculate permit fee.

Click submit form to send or print and email to mjuelfs@southmetrofire.com.

Proudly serving the Cities of South St. Paul and West St. Paul

CONDITIONS OF PERMIT

1. FIRE ALARM CONTRACTORS WILL PROVIDE THEIR STATE CONTRACTORS CERTIFICATION INFORMATION WITH APPLICATION.
2. ALL WORK SHALL BE CONDUCTED IN ACCORDANCE WITH THE MSBC, MSFC, AND NFPA 72.
3. PROVIDE AT LEAST ONE SET OF PLANS AND CONSTRUCTION DOCUMENTS TO BE SUBMITTED FOR APPROVAL, INCLUDING AT A MINIMUM THE FOLLOWING:
 - i) INPUT/OUTPUT MATRIX
 - ii) BATTERY CALCULATIONS
 - iii) NOTIFICATION APPLIANCE CIRCUIT VOLTAGE DROP CALCULATIONS
 - iv) **DIGITAL PLANS IN PDF FORMAT.**
4. ALL CHANGES AFTER PLAN REVIEW MUST BE REQUESTED IN WRITING.
5. A DETAILED MAP IDENTIFYING ALL ZONES MUST BE PROVIDED AT THE ANNUNCIATION PANEL AND MAIN FIRE ALARM PANEL.
6. CLEARLY IDENTIFY AND PROVIDE A CIRCUIT BREAKER LOCK FOR THE FIRE ALARM SYSTEM IN THE ELECTRICAL PANEL.
7. A PERMANENT PLATE WHICH MEASURES 1"X3" WILL BE DISPLAYED ON THE CEILING GRID TO IDENTIFY DUCT DETECTION ABOVE THE CEILING PANEL.
8. APPROVED TEST SWITCHES SHALL BE PROVIDED FOR DUCT DETECTION DEVICES LOCATED ABOVE CEILING AND/OR INACCESSABLE.
9. THE RECORD OF COMPLETION FORM (PER NFPA 72) SHALL BE PROVIDED AT THE TIME OF THE ACCEPTANCE TEST.
10. FINAL ACCEPTANCE/RE-ACCEPTANCE TESTING SHALL BE WITNESSED BY THE FIRE DEPARTMENT. THE SYSTEM AND ALL DEVICES WILL BE TESTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE MSFC AND NFPA 72. PERSONS NECESSARY TO RESET THE DEVICES NEED TO BE PRESENT FOR THE FINAL. TO SCHEDULE THE FINAL CONTACT (651) 552-4172 AT LEAST 3 BUSINESS DAYS IN ADVANCE.