



# FIRE ALARM PERMIT APPLICATION

**Community Development ~ Building Division**  
**333 Broadalbin ST SW / Albany, OR 97321**  
**(541) 917-7553 Fax (541) 917-7598**

Applications may be obtained online at:

[www.cityofalbany.net/comdev/building/permits.php](http://www.cityofalbany.net/comdev/building/permits.php)

**Job Site Information & Location: (Where the work is taking place)**

Job Site Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

**Property Owner:**

Owner Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Applicant / Contact Information: (Permit owner)**

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Contractor Information:**

Name of Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Oregon CCB # (required): \_\_\_\_\_

**Project Description:**

\_\_\_\_\_

*I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.*

Check to verify that you have received the Fire Alarm Test Acknowledgement form.

**Applicant Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTICE:**  
 PERMITS BECOME VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

Office Use Only
Permit #:
Electrical Permit #:

PERMIT FEES				
Description	QTY	x	Each	Sum
Each riser		x	\$70.00	
Fire Alarm Control Panel		x	\$70.00	
SIGNAL INITIATING AND NOTIFICATION TYPES				
Signal Initiating Devices: <b>Detectors, manual pull stations, water flow, tamper switches, etc.</b>				
1 to 10			\$70.00	
11 to 20			\$126.00	
Each additional 30 (or fraction)		x	\$42.00	
<b>Notification Devices:</b> Bells, chimes, strobes, horns, annunciators, etc.				
1 to 10			\$70.00	
11 to 20			\$126.00	
Each additional 30 (or fraction)		x	\$42.00	
PERMIT FEES:				
Subtotal				
Plan Review 40 % of subtotal (\$70.00 Min)			Subtotal x .40	
State surcharge (12 %)			Subtotal x .12	
Document Imaging			# of pages x \$1.00	
<b>TOTAL PERMIT FEE</b>				

ITEMS REQUIRED FOR SUBMITTAL WITH APPLICATION:
<input type="checkbox"/> Plan Review Fee: 40% of fire alarm permit (\$70.00 minimum fee)
<input type="checkbox"/> 3 sets of drawings
<input type="checkbox"/> Electrical permit application (See reverse side of application)
<input type="checkbox"/> Floor plan drawn to scale
<input type="checkbox"/> Location of all alarm initiating and alarm signaling devices
<input type="checkbox"/> Alarm control and trouble signaling equipment
<input type="checkbox"/> Annunciation equipment location
<input type="checkbox"/> Battery Calculations
<input type="checkbox"/> Conductor type and sizes with voltage drop calculations
<input type="checkbox"/> Specification sheets from the equipment manufacturer, along with model numbers and listing information for all equipment, devices, and materials
<input type="checkbox"/> Any additional information that may be required because of the characteristics of a project

