



APPLICATION FOR FIRE PERMIT

7550 Auburn Rd, Utica, MI
48317
586.739.1600 • Fax 586.739.2867
www.cityofutica.org

TYPE OF PROJECT		
<input type="checkbox"/> DETECTION SYSTEM <input type="checkbox"/> SUPPRESSION <input type="checkbox"/> NEW SYSTEM <input type="checkbox"/> ALTERATION		
# OF SPRINKLERS _____	# OF HOODS _____	# OF SYSTEMS _____
SQUARE FOOTAGE OF BUILDING:		
TYPE OF SYSTEM (Be Specific):		

Address of Project		Date	
Name of Business			
Property Owner/Representative's Name		Owner's Telephone Number	
Owner's Address	City	State	Zip Code

Contractor Name		Contractor Telephone Number	
Contractor Address	City	State	Zip Code
Federal Employer ID Number	MESC Employer Number	Workers Comp Insurance	
Contractor License Number	Contractor License Expiration	Driver's License Number	
Contractor E-Mail Address			

CONTRACTOR/PROPERTY OWNER SIGNATURE	
<p>By signing this application, I certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the City of Utica. All information submitted on this application is accurate to the best of my knowledge. Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523 of the Michigan Compiled Laws, 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 subject to civil fines.</p>	
Signature of Applicant: _____	Date: _____

A COPY OF YOUR CONTRACTOR LICENSE AND DRIVER LICENSE *MUST BE INCLUDED WITH THE APPLICATION*
 Include any prints (4 copies) pertaining to the site for hydrant location, building location, sprinklers, alarm(s), hood system(s) and exterior fire signage posting print (i.e., "No Parking – Fire Lane"), where applicable.

Any prints may be reviewed by an outside service instead of in-house personnel. The review fees vary, and a deposit or estimated plan review fees must be paid at the time of plan submittal.

ALL LOCAL FIRE PREVENTION CODES APPLY



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FIRE PROTECTION PERMIT FEES

INSPECTION FEES

ANNUAL FIRE INSPECTION	
• LESS THAN 10,000 SQUARE FEET	\$60
• LESS THAN 25,000 SQUARE FEET	\$350
• LESS THAN 50,000 SQUARE FEET	\$450
• LESS THAN 100,000 SQUARE FEET	\$615
• GREATER THAN 100,000 SQUARE FEET	\$700
REINSPECTION (EACH)	\$100

FIRE SUPPRESSION SYSTEM FEES

BASED ON BUILDING'S SQUARE FOOTAGE	
• 0 - 25,000 SQUARE FEET	\$175
• 25,001-50,000 SQUARE FEET	\$350
• 50,001-100,000 SQUARE FEET	\$615
• GREATER THAN 100,000 SQUARE FEET	\$700

SUPERVISION OF INSTALLATION OF CONTROL STATION	\$75
• MODIFICATION OF LESS THAN SIX (6) DETECTORS OF AN EXISTING SYSTEM	\$75
• MULTI-STORY BUILDING, EACH FLOOR ABOVE 1 ST	\$38

LIMITED AREA SUPPRESSION SYSTEM	\$75
• MODIFICATION OF LESS THAN SIX (6) HEADS OF AN EXISTING SYSTEM	\$75
• MULTI-STORY BUILDING, EACH FLOOR ABOVE 1 ST	\$38

FIRE DETECTION SYSTEM FEES

BASED ON BUILDING'S SQUARE FOOTAGE	
• 0 - 12,000 SQUARE FEET	\$265
• 12,001-25,000 SQUARE FEET	\$350
• 25,001-50,000 SQUARE FEET	\$450
• 50,001-100,000 SQUARE FEET	\$615
• GREATER THAN 100,000 SQUARE FEET	\$700

PLAN REVIEW FEES

BASED ON PROJECT/SCOPE OF WORK	
A DEPOSIT WILL BE REQUIRED BASED ON PROJECT/SCOPE OF WORK. THE PERMIT WILL NOT BE ISSUED UNTIL PAID IN FULL. PLEASE CONTACT UTICA BUILDING DEPARTMENT FOR INFORMATION.	

OTHER FEES

IFC AND NFPA CODE RESEARCH (HOURLY)	\$75
FLUSHING OF SUPPRESSION SYSTEM (EACH)	\$50
SPECIAL HAZZARDS	\$300
ADMINISTRATION/APPLICATION FEE	\$50
CONTRACTOR REGISTRATION FEE	\$15
ADDITIONAL INSPECTION FEE	\$40.80



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PRE-INSPECTION FORM

The Utica Fire Department, Office of Fire Prevention, prides itself in its proactive approach to fire safety. The department's goal is to provide a safe environment to the businesses, citizens and visitors to our city.

Use this checklist to prepare your place of business for an upcoming fire safety inspection. The following items are general requirements only, based on common code violations, and do not include all of the various items checked during an official inspection. Please address any items requiring attention, and then call our office to schedule an appointment for your inspection.

Please be advised that a fee of \$60.00 shall be assessed for the fire safety inspection. Should a re-inspection be deemed necessary by the Fire Inspector for non-compliant issues, an additional fee of \$100.00 shall be assessed for each additional re-inspection.

Thank you for your efforts in maintaining a fire-safe facility. If you have any questions, please call (586) 739-1600.

BUILDING EXTERIOR:

Y N N/A Address is posted, minimum of 4" in height and visible from road.

Y N N/A Access drives and fire lanes are clear and posted.

Y N N/A Gas meters and piping are protected from vehicular damage by concreted or steel posts.

Y N N/A If equipped with a fire sprinkler system, the fire department connection shall have a clear space of 36" around and caps in place on connections.

Y N N/A Exit discharge clear, and Dumpsters/trash containers at least 60" (five feet) from building openings.

BUILDING INTERIOR:

Y N N/A All exit doors are free of obstructions, easy to open, open toward egress, free of deadbolts and are unlocked during business hours.

Y N N/A Aisles are a minimum of 36" wide and free of obstructions;

Y N N/A Exit lights are operational.

Y N N/A Emergency lights all are operational when power is removed or test button pushed.

Y N N/A Fire extinguishers all are mounted in a visible location and tagged by a licensed company within the past year. Minimum size 3A:40B:C.

Last annual maintenance date: _____ **Certified Extinguisher Company:** _____

Y N N/A Storage is maintained 24" below ceilings and 36" from electric panels and all gas fired appliances.

Y N N/A Extension cords and multi-outlet devices shall not be used in place of permanent wiring.

Y N N/A Fire walls, drywall and ceiling tiles are all maintained in good condition and free of holes.

Y N N/A Fire doors shall be kept closed and never propped open.



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SPECIAL SYSTEMS:

Y N N/A Buildings equipped with automatic fire sprinklers and alarm systems shall be up to code and have annual maintenance performed by a licensed company and records forwarded to the Fire Prevention Office.

Last annual maintenance date: _____ **Certified Company:** _____

Y N N/A Mezzanines and basements both require automatic sprinkler heads.

Y N N/A Underground and aboveground liquid storage tanks must be properly installed and maintained.

Y N N/A Cutting torches and welding equipment must be properly maintained; all gas cylinders shall be secured.

Y N N/A Spray paint booths must be equipped with automatic suppression systems and properly maintained.

Last annual maintenance date: _____ **Certified Company:** _____

Y N N/A Gasoline service station dispensing pumps must have emergency shutoffs properly maintained.

Y N N/A High-piled rack storage must be properly maintained.