



Application No.: \_\_\_\_\_  
**Fire Alarm Permit Application**

Official Use Only

111 N Front Street, Columbus, Ohio 43215  
Phone: 614-645-7433 • www.bzs.columbus.gov

**FEES ARE NON-REFUNDABLE • Make checks payable to the Columbus City Treasurer**

**TYPE OF STRUCTURE:**      1-3 Family Dwelling      4 or more Family Dwg; Total # of Units in Bldg: \_\_\_\_\_      Commercial

**Building Permit/Plan Review#:** \_\_\_\_\_ **Additional Inspections Requested:** \_\_\_\_\_

Is this submittal a revision to approved plans?      Y      N      If Y, Provide Permit Number: \_\_\_\_\_

Is an Advance Construction Start being requested?      Y      N      If Y, Associated Application #: \_\_\_\_\_

Is this request for a Minor Repair/Replace Permit?      Y      N      Plans Examiner Approval: \_\_\_\_\_

**JOB SITE INFORMATION:**

\_\_\_\_\_  
Certified Address      \_\_\_\_\_      Zip      \_\_\_\_\_      Unit/Space/Floor  
if applicable

\_\_\_\_\_  
Tax District/Parcel Number      \_\_\_\_\_      Tenant Name

The system is:      New      Addition to an existing system      Alteration to an existing system

The system is new to a structure with an assembly use, institutional use (this includes a hospital or nursing home), or a daycare:      Y\*      N

Description/Scope of Work: \_\_\_\_\_  
\_\_\_\_\_

**TOTAL NUMBER OF DEVICES**

**Fire Alarm Devices:** \_\_\_\_\_ (A/V Units, Egress Control Devices, Electric Strikes, Elevator Recall, Fire Shutters, Hold Open Devices, Manual Pull Station, Smoke Heat Detectors, Sprinkler Flow Alarm, Sprinkler Tamper Devices)

**Mechanical Devices:** \_\_\_\_\_ (Smoke Control Systems, Duct Detectors, Smoke Dampers, Hood/Suppression Alarm, Clean Agent/Suppression Alarm)

**PROPERTY OWNER OF RECORD:**

\_\_\_\_\_  
Name      \_\_\_\_\_      Street Address      \_\_\_\_\_      City, State, Zip

\_\_\_\_\_  
Telephone Number      \_\_\_\_\_      Extension      \_\_\_\_\_      E-Mail Address

**CONTRACTOR:**

\_\_\_\_\_  
City of Columbus Fire Protection Company Registration No.      \_\_\_\_\_      Company Name

\_\_\_\_\_  
City of Columbus Fire Certified Installer Registration No.      \_\_\_\_\_      Certified Installer Name

\_\_\_\_\_  
Telephone Number      \_\_\_\_\_      Extension      \_\_\_\_\_      E-Mail Address of Project Manager

**Would you like to submit payment online?**      Yes      No      (Payment instructions will be sent to the contractor's email)

**\*Fire Department review required.**  
**PLEASE NOTE: Incomplete information will result in the rejection of this submittal.**



## Fire Alarm Permit Submittal Requirements

DEPARTMENT OF BUILDING  
AND ZONING SERVICES

111 N Front Street, Columbus, Ohio 43215  
Phone: 614-645-7433 • www.bzs.columbus.gov • bzs-intake@columbus.gov

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### ***The following must be submitted with this application:***

- Department of Building & Zoning Services Fire Alarm or Fire Suppression
- Two (2) copies of complete fire alarm that include:
  - To-scale floor plans with every room/space use labeled
  - Description of system, sequence of operations matrix, cut-sheets of equipment and battery calcs
  - Drawings shall bear the signature & identification number of an Ohio Certified Alarm System Designer or the seal of the Ohio Registered Architect or Engineer who designed the system per the Ohio Building Code.
- One (1) separate set of drawings as described above when Division of Fire review required.

### **INSPECTIONS**

All fire protection inspections, except for rough fire alarm, require the Fire Protection Inspection Request form be completed and submitted to [BZSCFDInspectionRequests@columbus.gov](mailto:BZSCFDInspectionRequests@columbus.gov). When received, an automated email acknowledging receipt is sent. The request form will be assigned to be scheduled. If successful an automated email is sent to the designated project manager(s) for the record confirming the inspection is scheduled. If the inspection is not able to be scheduled, a reply will be sent with an explanation why, and provide next steps. Please be aware of the cutoff times listed above the various inspection types.

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#### **\*Fire Department review required.**

The Department of Building & Zoning Services and Columbus Division of Fire, Fire Prevention Bureau fee schedules can be obtained by visting [columbus.gov/bzsdocs](http://columbus.gov/bzsdocs) & [columbus.gov/public-safety/fire/inspections/Plans-Review---Witness-Testing-Inspection-Office/](http://columbus.gov/public-safety/fire/inspections/Plans-Review---Witness-Testing-Inspection-Office/)