

Application for a Fire Alarm Permit

To apply for a permit, please complete the following:

- Application form
- One PDF copy of the plans (no paper)
- One PDF copy of the equipment cut sheets (no paper)

Incomplete forms will be rejected. Work **shall not start until a permit has been issued.** Installations shall be in conformance with state codes. *Please allow 24 hours for processing.*

Job Address: _____ **Owner Name:** _____

Business, if applicable: _____ **Location/Area:** _____

Work Description: _____

	Fee	Quantity	Amount
SELECT BASE FEE:			
Base Fee (includes 1 inspection)	\$140.00		
ADD NUMBER OF INSPECTIONS:			
Inspection(s)	\$70.00		
(For multi-unit buildings, inspections based on # of dwelling units. See back for details.)			
CHOOSE FIXTURES:			
Circuit (each)	\$6.00		
Fire Alarm (each device)	\$4.00		
Smoke Detectors:	-		
0 to 5 devices	\$5.00		
6 to 10 devices	\$10.00		
Each device over 10	\$3.00		
			Total:

PLAN REVIEW:

Plans are required for all building types and shall be prepared by a licensed fire alarm contractor, fire alarm specialty technician or electrical contractor as required by Public Act 407 of 2016.

Have plans been submitted?

- Yes
 No

Plan review must be completed before the permit will be issued. Plan review takes 10-14 business days. Please plan accordingly.

If 3rd party plan review is necessary, the applicant shall pay the actual cost of the review. Plan review times vary. Contact the office for additional details (616) 355-1330 or permits@cityofholland.com

APPLICANT INFORMATION:

Name: _____ **Company:** _____

Address: _____ **Phone:** _____ **Fax:** _____

Email: _____ **Contractor Lic #:** _____ **EXP:** _____

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, 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 subjected to civil fines.

Signature: _____ **Date:** _____

Over →

January 2026

Community & Neighborhood Services

270 S River Ave
Holland, MI 49423

Phone: 616 355-1330
Fax: 616 546-7058
Email: permits@cityofholland.com

INSPECTIONS:

No work shall be concealed until it has been inspected.

When ready for an inspection, call Community & Neighborhood Services at (616) 355-1330. **A minimum of 24 hours' notice is required, when scheduling an inspection.**

* For Non-Residential inspections with multiple dwelling units (such as a hotel, motel, or apartment building), inspections are charged at the rate of **one inspection fee per 4 units**.

Example: If an apartment building consists of 12 units, 3 inspection fees will be charged for a rough inspection for the whole building (12 units ÷ 4 = 3 inspection fees). Please plan accordingly.

PERMIT EXPIRATION:

Permits expire after 180 days. Expired permit cannot be refunded or reinstated.

LATE FEE:

Late fees of \$100 per day will be charged for work started **before** a permit is issued.

CONTRACTORS:

Federal Employer ID Number (or reason for exemption):	Workers Comp Insurance Carrier (or reason for exemption):
Unemployment Insurance Agency Employer Account Number (or reason for exemption):	

Once completed, return this application to the department of Community & Neighborhood Services by e-mail it to permits@cityofholland.com; or by dropping it off at City Hall, 270 S River Ave. If you have any questions, please call us at (616) 355-1330.



Go paperless! You can apply for City of Holland trade and building permits online at www.bsaonline.com, *excluding applications that require plan review*. Contact us to learn more about this process.

OFFICE USE ONLY:

Permit #: _____ Date: _____ Initials: _____