

## Application for a Fire Suppression / Fire Sprinkling 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 specs or calculations (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 |
|---|----------|----------|--------|
| <b>SELECT BASE FEE:</b>   |          |          |        |
| Base Fee (includes 1 inspection)  | \$140.00 |          |        |
| <b>ADD NUMBER OF INSPECTIONS:</b>   |          |          |        |
| Inspection(s)   | \$70.00  |          |        |
| (For multi-unit buildings, inspections based on # of dwelling units. See back for details.) |          |          |        |
| <b>CHOOSE FIXTURES:</b>   |          |          |        |
| Fire Suppression/ Sprinkler System  | -        |          |        |
| Per sprinkler head <i>for first 100</i>   | \$1.50   |          |        |
| After 100 sprinkler heads (not to exceed \$750)   | \$0.75   |          |        |
| Fire Pump (per item or group)   | \$75.00  |          |        |
| Stand Pipe (per item or group)  | \$50.00  |          |        |
| <b>Total:</b>   |          |          |        |

### PLAN REVIEW:

Plans are required for all building types. Plan review must be completed before the permit will be issued. Plan review takes 10-14 business days. Please plan accordingly.

A separate plan review fee may be charged for stand-alone projects. *If 3<sup>rd</sup> party plan review is necessary, the applicant shall pay the actual cost of the review to the 3<sup>rd</sup> party company. Plan review times vary. Contact the office for additional details (616) 355-1330 or [permits@cityofholland.com](mailto: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 Phone: 616 355-1330

Holland, MI 49423 Fax: 616 546-7058

Email: [permits@cityofholland.com](mailto: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. **Inspections will be scheduled based on inspector availability. Final inspections may require multiple inspectors. Please plan 1-3 days for rough inspections and up to 2 weeks for final inspections.**

\* 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](mailto: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](http://www.bsaonline.com), *excluding applications that require plan review*. Contact us to learn more about this process.

**OFFICE USE ONLY:**

Permit #: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_