

## Permit and Inspection Requirements for Existing Fire Alarm System Repairs

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In order to maintain and service fire protection equipment it may be necessary to perform repairs requiring permits and inspections. Many of these repairs must be made immediately to prevent excessive downtime of the system. Where an emergency exists, work may commence prior to obtaining a fire protection permit; however, the owner or installing contractor must notify the Chief Building Official, Building Inspection Supervisor or the Building Investigation Team Supervisor immediately by telephone or e-mail (see Construction Industry Communication #31 for more information) and submit an application for a permit within the next working business day. All work performed to a fire protection system must be by a fire protection company registered with the Department of Building and Zoning Services.

### Repair/replacement work listed below will **require** a fire protection permit and inspection:

- Replacement of 4 to 10 manual pull stations, smoke/heat detectors, audio/visual devices, modules not requiring re-programming of the system or fire suppression flow or tamper devices when devices are the same type and characteristics of the existing devices with no change made to the location of the device within a 12 month period. This section does not include beam detectors, smoke duct detectors or any device used for the purpose of a clean agent or dry chemical system.
- Replacement or repair of the motion sensor and/or push to exit button for access control devices.
- Replacement of clean agent, gas, or foam concentrate. A signed document from a design professional identifying the type and weight of the extinguishing agent must be provided.
- Off-site monitoring hardware including modular DACT's. A rough electrical inspection will not be required for this replacement/repair work where the electrical system has not been changed.

*All work appearing on this list will not require the submittal of plans but will require a detailed list of the repair with supporting documents and specific location of work. See the current BZS Fee Schedule to determine the fee amount which is collected at the time of permit issuance. Inspections requested after regular business hours are subject to the standard after-hour inspection fees. A failed inspection will require an additional inspection fee as listed in the fee schedule.*

### Repair or maintenance work to a fire protection system **not requiring** a permit:

- Circuit board replacement not requiring re-programming of the system.
- Replacement of up to 3 manual pull stations, smoke/heat detectors, audio/visual devices, modules not requiring re-programming of the system or fire suppression flow or tamper devices when devices are the same type and characteristics of the existing devices with no change made to the location of the devices within a 12 month period. This section does not include beam detectors, smoke duct detectors or any device used for the purpose of a clean agent or dry chemical system.
- Change of off-site monitoring station must be reported to the Columbus Fire Department at (614) 221-2345.
- Replacement of batteries.
- Remote annunciators.
- Magnetic door hold open devices.

The registered fire protection contractor must complete an NFPA 72 "Inspection and Test" or "Record of Completion" form upon completion of the alteration. A copy must be provided to the owner by electronic media or paper for examination by any authority having jurisdiction. All impairments to a fire protection system must be reported to the Columbus Fire Department at (614) 221-2345 as soon as the impairment is found.

***All work not listed in this document will require full submittal of fire protection system drawings and documents with applicable fees as listed in the fee schedule***

