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Public Service with integrity

Permit and Inspection Requirements for Existing Fire Alarm System Repairs

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 immediately notify the Union County Building Department and make application for permit. All work performed must be by a licensed fire protection company.

Fire protection alterations considered repair/replacement work, listed below, will require a permit and inspection. 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.

- 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 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.
- Replacing fire alarm communicating hardware with cellular technology

A rough electrical inspection will not be required for this replacement/repair work where the electrical system has not been changed.

Repair or maintenance work to a fire alarm system not requiring a permit are as follows:

- 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 local Fire Department.
- Replacement of batteries.
- Remote annunciators.
- Magnetic door hold open devices.

The 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 and available for examination by any authority having jurisdiction.

All impairments to a fire protection system must be reported to the local Fire Department 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.

March 6, 2023