



APPLICATION FOR PERMIT TO INSTALL FIRE ALARM SYSTEM  
 FIRE PREVENTION, CITY OF PORTLAND, OREGON  
 1300 SE Gideon, Portland, OR 97202-2419  
 (503) 823-3712

For PFB Use Only  
 \_\_\_\_\_  
 Permit Number

TOTAL COST OF PERMIT \$ \_\_\_\_\_ DATE \_\_\_\_\_

RECEIPT # \_\_\_\_\_ PERMIT APPLICATION # \_\_\_\_\_

BUILDINGS/FACILITIES PERMIT # \_\_\_\_\_

PFI # \_\_\_\_\_ BLDG KEY \_\_\_\_\_ CHECK # \_\_\_\_\_ CODE \_\_\_\_\_

**PLANS MUST BE SUBMITTED TO THE FIRE PREVENTION DIVISION AND APPROVED BEFORE INSTALLATION.**

Valuation \$ \_\_\_\_\_

**Location:**

Building Name: \_\_\_\_\_ Occupied as: \_\_\_\_\_

Address \_\_\_\_\_ Portland, OR Zip \_\_\_\_\_

Suite # \_\_\_\_\_ Levels (#) \_\_\_\_\_

Building/Facilities Permit No.: \_\_\_\_\_ Appeal No.: \_\_\_\_\_

<input type="checkbox"/> Existing Building <input type="checkbox"/> New Construction		
<b>Installation</b>	<b>Coverage</b>	<b>Alarm type</b>
<input type="checkbox"/> New <input type="checkbox"/> Remove <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration	<input type="checkbox"/> Total <input type="checkbox"/> Partial <input type="checkbox"/> Exitway	<input type="checkbox"/> Central Station <input type="checkbox"/> Sprinkler Monitoring <input type="checkbox"/> Other: _____

No. smoke detectors: \_\_\_\_\_ No. strobes: \_\_\_\_\_ No. pull stations: \_\_\_\_\_

No. heat detectors: \_\_\_\_\_ No. horn strobes: \_\_\_\_\_ No. auxiliary panels: \_\_\_\_\_

Description of work: \_\_\_\_\_  
 \_\_\_\_\_

**Installing Company Information**

Applicant Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**Owner Information**

Name: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

**Mail permit to:** \_\_\_\_\_

address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED PERMIT INCLUDES ONLY WORK DESCRIBED ABOVE AND/OR ON PLANS AND SPECIFICATIONS BEARING THE SAME PERMIT NUMBER AND WILL COMPLY WITH ALL APPLICABLE CODES AND ORDINANCES OF THE CITY OF PORTLAND, OREGON.**

By: \_\_\_\_\_ Inspector Date: \_\_\_\_\_

**PORTLAND BUREAU OF FIRE, RESCUE, AND EMERGENCY SERVICES**

**TABLE 40-E  
FIRE ALARMS**

**TABLE EFFECTIVE ON ALL APPLICATIONS DATED ON OR AFTER 8/28/03**

<b>TOTAL VALUATION OF WORK TO BE PERFORMED</b>	<b>FEES</b>
\$1 TO \$500	\$47.50 minimum fee.
\$501 TO \$2,000	\$47.50 for the first \$500, plus \$7.25 for each additional \$100 or fraction thereof, to and including \$2,000.
\$2,001 TO \$25,000	\$156.25 for the first \$2,000, plus \$28.50 for each additional \$1,000 or fraction thereof, to and including \$25,000.
\$25,001 TO \$50,000	\$811.75 for the first \$25,000, plus \$21.45 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 TO \$100,000	\$1,348.00 for the first \$50,000, plus \$14.30 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 AND UP	\$2,063.00 for the first \$100,000, plus \$11.90 for each additional \$1,000 or fraction thereof.
<b>Plan review charges</b>	65% of permit fee.
<b>Scanning charge</b>	\$5.00 (per permit) for plans up to 11 x 17 inches. \$10.00 (per permit) for plans greater than 11 x 17 inches.

**TO CALCULATE TOTAL FEE (SEE NEXT PAGE FOR EXAMPLE):**

- Step 1: Determine the value of the work
- Step 2: Convert value to fee using table 40-e (above)
- Step 3: Add plan review charges by multiplying fee by 1.65
- Step 4: Add scanning charges

**INVESTIGATION FEES WILL BE CHARGED IF WORK HAS STARTED WITHOUT A PERMIT**

TO CALCULATE TOTAL FEE:

PERMIT FEE CALCULATION (REFER TO TABLE 40-E)

\$ \_\_\_\_\_ (base fee for first \$ \_\_\_\_\_ of valuation)  
 + \_\_\_\_\_ (\$ \_\_\_\_\_ per \$ \_\_\_\_\_ beyond base fee)  
 = \_\_\_\_\_ (subtotal a)  
 x 1.65 \$1.65 (Plan review charge)  
 = \_\_\_\_\_ (subtotal b)  
 + \_\_\_\_\_ (add scanning charges)  
 = \_\_\_\_\_ Total due for this permit

**EXAMPLE**

New building permit for fire detection and alarm system contract price of system **\$30,000**

PERMIT FEE CALCULATION (REFER TO TABLE 40-E)

\$ <u><b>811.75</b></u>	(base fee for first \$ <u><b>25,000</b></u> of valuation)	
+ <u><b>107.25</b></u>	(\$ <u><b>21.45</b></u> per \$ <u><b>1,000</b></u> beyond base fee)	<b>30,000</b>
= <u><b>919.00</b></u>	(subtotal a)	<u><b>-25,000</b></u>
x <u><b>1.65</b></u>	1.65 (plan review charge)	<b>5,000 =</b>
= <u><b>1,516.35</b></u>	(subtotal b)	
+ <u><b>5.00</b></u>	(add scanning charges)	
= <u><b>1,521.35</b></u>	Total due for this permit	

## Alarm Permit Submittal Criteria

To better serve you and to expedite the permit application and review process please provide a ***complete permit package*** at the time of submittal.

### Permits without the following will be returned:

- **A fully completed permit application with payment.** All areas need to be filled in *including* the “Description of Work” field.
- **Include a copy of your bid sheet provided to your customer.**
- **A minimum of *two* sets of floor or reflective ceiling plans showing locations of all alarm system components are to be supplied with the permit application.** Plans shall show intended use of all rooms. Plans need to be of a quality clear enough to microfilm. Name of project, job address, and the engineers/architect’s name who is designing the system must be on all sheets.
- Battery calculations that are necessary to verify design details need to be included with all alarm system applications.
- Specification sheets of equipment in the system may need to be included.
- Wiring Diagrams.
- Provide any relevant appeal information.

When additions or addendums replace original plans, an additional plan review fee will be charged. Additions or addendums that increase the valuation of the job will also require additional permit fees.

**Permits shall be applied for prior to any work starting on the project. If the work begins before a permit is issued an investigation fee will be charged as per Portland City Code Title 31.**

If you have any questions, please call the permit office at (503)823-3712.

Submit plans to: Portland Fire Bureau  
1300 SE Gideon St.  
Portland, OR 97202-2419  
Monday – Friday, 8:00 am – 3:30 pm