

Application for Permit to Install

- Fire Alarm System
 Distributed Antenna System (DAS)
 Smoke Control System



Portland Fire & Rescue
 Fire Marshal's Office
 1300 SE Gideon St.
 Portland, OR 97202-2419
 Ph: 503-823-3712
 Fax: 503-823-3925



Portland Fire & Rescue Use Only

Total Cost of Permit: \$ _____ Date: _____ Permit #: _____
 Receipt #: _____ Reference #: _____ Bldg Permit #: _____ Appeal: Yes No

Plans must be submitted to the Fire Prevention Division and approved before installation.

Valuation: \$ _____ Existing Building New Construction
 Building Name: _____ Occupied as: _____
 Address: _____
 Suite # _____ Levels (#) _____

Installation: New Addition Alteration Removal Repair Panel Replacement

Type and number of devices	Description of work
<input type="checkbox"/> smoke detectors: _____	
<input type="checkbox"/> heat detectors: _____	
<input type="checkbox"/> pull stations: _____	
<input type="checkbox"/> strobes: _____	
<input type="checkbox"/> horn strobes: _____	
<input type="checkbox"/> auxiliary panels: _____	

Installing Company Information

Applicant Name: _____
 Company Name: _____
 Address: _____
 City, State, Zip: _____
 Phone/Fax: _____
 Email: _____

Owner Information

Name: _____
 Phone/Fax: _____
Mail permit to: _____
 address: _____
 City, State, Zip: _____

Applicant: _____

Name
Signature
Date

 Inspector: _____

Name
Signature
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

Total valuation of work to be performed	FEES
\$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.
Plan review charges	65% of permit fee.
Scanning charge	\$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 (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)

\$ 811.75 (base fee for first \$ 25,000 of valuation)
+ 107.25 (\$ 21.45 per \$ 1,000 beyond base fee) 30,000 (valuation) - 25,000 (base) = 5,000 (5 units)
= 919.00 (subtotal a)

x 1.65 (plan review charge)
= 1,516.35 (subtotal b)

+ 5.00 (add scanning charges)
= 1,521.35 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