



**CITY OF SAINT PAUL**  
 Department of Safety and Inspections  
 Fire Safety Inspection Division  
 375 Jackson Street Suite 220, Saint Paul, MN 55101

**FIRE ALARM SYSTEM  
 PERMIT APPLICATION**  
 Updated February 2020

\*All areas must be completed or application will be returned.

\*Correct fee must be enclosed or application will be returned. If you have questions, please call (651) 266-8989.

<b>Project Name and Address:</b>		<b>Date</b>	
<b>Property Owner Name and Address:</b>		<b>Owner's Contact Person Information:</b>	
<b>Contractor Name and Address:</b>		<b>Contractor's Contact Person Information (including email)</b>	
<b>Circle One:</b> Commercial      Residential New Building      Existing Building	<b>Estimated Start Date:</b>		<b>Estimated Finish Date:</b>
<b>If Existing, Circle One:</b> Repair      Addition      Alter      Emergency	<b>Estimated Value of Project:</b>		
<b>Work Being Performed:</b>	<b>Quantity:</b>	<b>Charges per Quantity:</b>	<b>Fee:</b>
1) Flat fee:		\$85.00	\$85.00
2) Main Fire Alarm Control Unit Fee = # of control units x \$21.00	Enter # of Control Units →	\$25.00	
3) Fire Alarm System Openings -Horn, Strobe, Pull Station, etc. Fee = # of openings x \$2.00	Enter # of Openings →	\$2.00	
4) Plan Review required for over 100 openings: 65% of items 1, 2, and 3		65%	
<b>Detailed Description of Work:</b>	<b>Summary of Fees</b>		
	Alarm System (add far right column-minimum fee of \$85.00)		
	State Surcharge (\$1.00 for permit fees less than \$10,000.00) (0.0005 x permit fee for fees over \$10,000.00)		
	<b>TOTAL PERMIT FEE</b>		
*Applicant certifies that all information is correct and that all pertinent state regulations and city ordinances will be complied with in performing the work for which this permit is issued. Signature _____ Date _____			<b>Would you like your permit to be faxed to you?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>

\*Make checks payable to the City of Saint Paul or fill out the credit cards section

<b>Signature of Cardholder (required for all charges):</b>													
<input type="checkbox"/> AMEX	<input type="checkbox"/> Discover	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	Security Code ▶				Expiration Month/Year ▶					
Enter Account Number ▶													

*Effective April 3, 2021, a 2.49% service fee will be charged for all credit or debit card transactions and will appear as a separate transaction on your card statement. This fee is charged by the service provider the Department of Safety and Inspections uses to handle credit card transactions.*

\* The City will not receive any of the service fees. \*