



# WATERFORD REGIONAL FIRE DEPARTMENT

2495 Crescent Lake Road • Waterford, MI 48329

Phone: 248.673.0405 • Fax: 248.674.4095

[www.waterfordmi.gov](http://www.waterfordmi.gov)

---

**Matthew Nye, Fire Chief • Carl J. Wallace, Deputy Fire Chief • Robert Butcher, Fire Marshal**

TO: ALL APPLICANTS FOR FIRE ALARMS, SUPPRESSION SYSTEMS OR COOKING HOOD  
SUPPRESSION SYSTEMS

Please submit digital copies of required Electrical and/or Mechanical application  
and plans/drawings on a USB drive to Fire Department  
or email to [fireprevention@waterfordmi.gov](mailto:fireprevention@waterfordmi.gov)

**PLEASE CHECK ALL THAT APPLY:**

Sprinkler System Drawings

Hydraulic Calculations

Fire Alarm System Drawings

Battery Calculations

Wet Chemical Suppression Drawings

Catalog Cut Sheets

Clean Agent System Drawings

Other: \_\_\_\_\_

Fire Code Drawings

Initial Review

As-Built Drawings

Re-review

Special Instructions/Additional information:

**A Copy of your State of Michigan Mechanical License is required prior to any review being conducted.**



**Development Services &  
Regional Fire Department**  
Checklists for Fire Plan Review Submittals:

**SUPPRESSION SYSTEMS:**

1. Digital copy of drawings that include the contractor's contact information.
2. NICET stamp or number on each page of plans.
3. Cut sheets to accompany the drawings, include all materials to be used.
4. Transmittal sheet that includes all pertinent installing company's and design company's information, including a valid email address for correspondence. Also, include the primary contact person for any questions or concerns pertaining to the project.
5. Clean Agent system/special hazard systems require design concentration calculations.
6. "Pre-Engineered" systems are still subject to review.
7. [Mechanical Permit](#) application and fees. (Including [contractor registration](#))
8. [Electrical Permit](#) application for Hood Suppression required with special inspection fee. (Including contractor registration)
9. Plan Review Fees:
  - Commercial Cooking Fire Suppression Fee: **\$200.00**
  - Fire Suppression/Sprinkler System Fee: **\$300.00**

**FIRE ALARM SYSTEMS:**

1. Digital copy of drawings that include the contractor's contact information.
2. NICET stamp or number on each page of plans.
3. Cut sheets to accompany the drawings, include all materials to be used.
4. Transmittal sheet that includes all pertinent installing company's and design company's information, including a good email address for correspondence. Also, include the primary contact person for any questions or concerns pertaining to the project.
5. Calculations shall be provided for all alarm systems and sprinkler systems. Also for Panel as well as any remote power supply panels. Also required are circuit load calculations and voltage drop calculations.
6. Alarm systems shall include back up battery calculations for the control panel as well as any remote power supply panels. Also required are circuit load calculations and voltage drop calculations.
7. "Pre-Engineered" systems are still subject to review.
8. [Electrical Permit](#) application. (Including [contractor registration](#))
9. Plan Review Fees:
  - Fire Alarm System Fee: **\$200.00**

**If after initial review a 3<sup>rd</sup> party review is required, additional fees may be required.**

**Inspections scheduled through Waterford Township Development Services Department at least **48 hours prior to request**. Inspections available Monday, Wednesday & Friday and may include inspectors from both Departments.**

**Call to schedule (248) 674-6238 (MUST HAVE PERMIT NUMBER)**

**Please note that any failed inspections, missed inspections, representative not on scene or lock-out may result in re-inspection fees from either or both departments.**