

# PROCEDURE FOR SUBMITTING A FIRE PROTECTION PLAN REVIEW APPLICATION INCLUDING:

**SPRINKLERS • UG FIRE MAIN • FM SYSTEMS • CLEAN AGENT SYSTEMS  
FIRE ALARMS • HOOD OR HOOD SUPPRESSION SYSTEMS**

Each of the above requires a separate review:

- 1 Complete the appropriate application for each plan review in its entirety.
- 2 Complete the appropriate permit application for the trade.
- 3 Attach two (2) sets of bound plans with spec sheets, material information and battery calculations.
- 4 The FEE for each plan review is \$128.<sup>75</sup> (Do not submit payment for the actual permit itself at this point).

### ***Additional Requirements:***

***Commercial Kitchen hood permits will need an application for mechanical permit signed by the individual with the State of Ohio HVAC License.***

***ALL fire protection system permits will need an application signed by the individual with the State of Ohio Fire Marshall Registration. We will also need copies of both the individual's State of Ohio Fire Marshall Registration and the one issued to the Company.***

After approval of the plans:

- 1 Our office will contact you, and provide all fees associated with the actual permit. Upon payment, a permit will be issued and one (1) set of approved plans will be returned to you.
- 2 One set is for your records and the other is for the job site. One set of approved documents shall remain on the job until the project is completed and final approval is received.

Contact the Division of Building Standards with questions at: (330) 630-7281 or email: [gallimore@summitoh.net](mailto:gallimore@summitoh.net)

***NOTE: CONTACT THE LOCAL FIRE OFFICIAL FOR THEIR SPECIFIC REQUIREMENTS!***

County of Summit  
**DIVISION OF  
BUILDING STANDARDS**

Russell M. Pry, Executive

1030 E. Tallmadge Avenue  
Akron, Ohio 44310  
PHONE: (330) 630.7280  
TOLL-FREE: 1.866.494.3190  
FAX: (330) 630.7296

### **HOURS**

**7:30 AM - 4:00 PM, M-F**

### **PERMITS**

**8:00 AM - 3:30 PM, M-F**

### **INSPECTION SCHEDULING**

(usually, same day)

**7:45 AM - 9:00 AM, M-F**

**Building, Plumbing, HVAC,  
Electrical, Sprinkler, Fire Alarm**

[www.co.summit.oh.us](http://www.co.summit.oh.us)

