



Department of Permitting Services
 255 Rockville Pike, 2nd Floor, Rockville, Maryland 20850

ADMINISTRATIVE POLICY

Year	POLICY
2016	Fire Alarm and Low Voltage Electrical Permit Inspections
<p><u>SCOPE</u></p> <p>1.0 This administrative policy shall apply to the inspection, testing and approval of all fire alarm permits and their associated low voltage electrical permits issued by the Montgomery County Department of Permitting Services.</p> <p><u>PURPOSE</u></p> <p>1.0 The purpose of this policy is to clarify the procedure of conducting fire alarm and fire alarm low voltage permit inspections and to delineate clearly the order of inspections and the information required to be present during those inspections.</p> <p><u>DEFINITIONS</u></p> <p>2.0 Fire Alarm Permit – A permit issued by DPS which permits the alteration, addition, installation, and/or modification of a fire alarm system.</p> <p>2.1 Low Voltage Electrical Permit- A permit issued by DPS which permits a licensed electrician or their supervised designee to alter, modify, install, or add to an electrical system which operates on less than 50 Volts.</p> <p>2.2 Fire Alarm Final-The final DPS inspection of fire alarm work performed under a fire alarm permit issued by DPS.</p> <p>2.3 Close In Inspection(s)- Inspection(s) performed by DPS electrical inspectors to ensure that all electrical work is in compliance with all applicable codes prior to concealment of the work. Also known as a ceiling concealment and/or wall concealment inspection.</p> <p>2.4 Approved Plan(s) and Permit(s)- Any and all plans approved and/or permits issued by DPS associated with the construction project.</p> <p><u>POLICY</u></p> <p>3.0 Upon arriving at the work site inspectors will immediately verify that all required and applicable permits are conspicuously posted as required by the permit issuance conditions. A failure to have all of the appropriate and required permits posted shall result in an immediate inspection failure.</p> <p>3.1 Upon verification of compliance with Section 3.0 of this policy, the DPS inspector shall verify that all approved plans and support documents are on site and available for immediate review. Specific attention shall be given to the approved architectural plans and the approved fire alarm plans. A failure to have all of the approved plans on site shall result in an immediate inspection failure.</p>	

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<p>3.2 When conducting concealment inspections the DPS electrical inspector shall verify that, where fire alarm work is being conducted, a valid fire alarm permit is present and a valid low voltage permit which includes the fire alarm work is present. The permits shall be reflective of the field conditions being observed by the inspector prior to any approval for concealment is given.</p> <p>3.3 Where concealment approval is given on a work site which involves permitted fire alarm work the electrical inspector shall clearly indicate on the approval documentation the low voltage permit number associated with the fire alarm and approval status of that inspection in addition to any and all other inspection notations being provided. Approval documentation shall be attached to approved plans which, as a permit issuance condition, shall remain on site and available for immediate review until such time as the whole of the project has been given final approval by DPS.</p> <p>3.4 When conducting a DPS fire alarm final inspection the DPS fire alarm inspector shall verify compliance with Sections 3.0, 3.1 and 3.3 of this policy prior to conducting the inspection. Observation of a lack of compliance with any portion of this policy shall constitute a failed inspection. Where compliance with the aforementioned policy sections is observed the DPS fire alarm inspector shall conduct all such inspections as have been scheduled and provide all appropriate and required documentation evidencing a completed inspection.</p> <p><u>RESPONSIBILITIES</u></p> <p>4.0 It is the responsibility of the appropriate section managers to implement this procedure and policy.</p>		
Interpretation/Policy No. XXXXXXXXXX	Date August 15, 2016	Chief Operating Officer Hadi Mansouri