



Fire Alarm Operational Permit Program General Information



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In order to better serve and protect the residents and businesses of Redmond, the Redmond Fire Department has created the fire alarm operational permit (FAOP) program. The permit lists a building contact (building agent) and the service providers for the fire alarm system, which enhances the fire department's ability to respond to emergencies.

Requirements

Redmond Fire requires that the building owner select a listed fire alarm service company as the prime contractor for the fire alarm system in a building. The prime contractor will be responsible for the fire alarm system and provides the elements of central station service:

1. Installation of alarm transmitters
2. Retransmission
3. Associated recordkeeping and reporting
4. Testing and maintenance
5. Runner service

These elements may be subcontracted to another company so long as the fire alarm service company functioning as the prime contractor maintains responsibility for the system.

The monitoring of fire alarm signals may be the prime contractor's responsibility or contracted to another provider. In either case, the monitoring service must be a UL UUFX-listed central station monitoring service.

Application Process for a New FAOP

Starting January 1, 2018, the FAOP program is being integrated into the confidence test report program housed in The Compliance Engine (www.thecomplianceengine.com). During the confidence test report submission, the Compliance Engine will ask the submitting prime contractor for fire alarm system information and either a valid third-party listing (a digital copy of the building's UL certificate, Intertek/ETL certificate, or FM placard will be required) or allow a user to apply for a fire alarm operational permit if one does not already exist in the system.

If the FAOP option is chosen, a scan of the declaration statements is required. (document is available at www.redmond.gov/prevention in the sidebar) Once the information has been submitted, a \$100 fee for the FAOP will be added to the confidence test report fee of \$10. After payment, a PDF copy of the permit, which will be valid for one year, will be emailed to the listed building agent and the prime contractor.

FAOP Renewals

After an FAOP has been established for a building, the permit may be renewed annually for \$100 during the confidence test report submission by choosing the FAOP option and reviewing the existing information. Renewals will not require new declarations but will require that the most recent declaration be resubmitted.

Updating System Information

In The Compliance Engine, the prime contractor may update the system information by submitting a system information update form. No new declarations are needed for system information updates.

Frequently Asked Questions

Do I need to have an FAOP?

All buildings are required to have one of the following: a valid FAOP, UL certificate, ETL certificate, or FM placard.

I currently have an FAOP that will expire at the end of 2017. What do I do?

Redmond Fire will be extending the expiration date of all current FAOPs to the due date of the building's next confidence test report submission. Although an updated FAOP document will not be sent out, Redmond Fire Prevention will track the updates internally.

What services are required of the fire alarm service company (prime contractor)?

The fire alarm service company must maintain the building's fire alarm system, inspect and test the system annually, provide or be provided with a runner service to deal with problems that arise, and have a proper design for modifications. Depending on the contract with the building owner and whether the prime contractor is a listed signal monitoring station, the prime contractor may also provide alarm signal monitoring services.

May I contract with more than one fire alarm service company?

No, the fire alarm operational permit requires that only one fire alarm service company make the declarations related to the correct installation and proper maintenance of the fire alarm system. This company is to be the prime contractor for the building. The elements of central station service may be subcontracted by the prime contractor so long as the prime contractor maintains responsibility for the fire alarm system.

If the contract with a fire alarm service company allows, a building owner or agent may negotiate with another fire alarm service company to provide work on a specific project. Please see *Can the building agent hire a different fire alarm service company to work on tenant improvements?* (below) for additional details.

Why does the building agent have to be involved with the FAOP permit?

Because the building owner is ultimately responsible for the fire alarm system in the building, Redmond Fire needs to know who to communicate with regarding the system and code concerns.

Who can serve as a building agent?

A building owner or designated representative may serve as a building agent. The designated representative may be a responsible party or a property management firm.

May the building agent cancel an FAOP or change to a different fire alarm service company at any time?

The building agent may cancel or make changes to an FAOP. However, the City of Redmond requires that all fire alarm systems have a valid FAOP or another approved form of third-party verification (UL certificate, ETL certificate, or FM placard).

If a change in fire alarm service company is made, the new fire alarm service company should submit a form on The Compliance Engine for a change in service provider. Updated declarations will need to be signed and uploaded.

May the building agent hire a different fire alarm service company to work on tenant improvements?

If the contract between a building owner and a fire alarm service company has been negotiated to allow for a different company to provide work on a system on a per-project basis, this is allowed. However, Redmond Fire requires a letter from the prime contractor authorizing the new contractor to work on the system. The prime contractor will still be held responsible for the proper function and maintenance of the fire alarm system in accordance with central station requirements.

Will a change in ownership require a new FAOP?

Changes in ownership will only require that a change in service provider/building ownership form be submitted through The Compliance Engine. However, a new set of declarations will need to be uploaded.

Why are we being charged a fee for the fire alarm operational permit?

The fee covers costs associated with the review of permit applications, the issuance of the permit, and inspections of the building to verify that the system is being maintained and tested in accordance with City of Redmond requirements.

Does the fire alarm service company have to remain listed with a listing company?

Yes, the fire alarm service company must be listed as either a local or full service fire alarm company. The most common listings are provided by UL, Factory Mutual (FM), and Intertek (ETL).

What if I have further questions?

If there are any additional questions, please contact LifeSafetyInspection@redmond.gov or (425) 556-2220 for assistance.