

Fire Alarm System Permit Application Procedure

Village of Camillus

37 Main Street, Camillus, NY 13031

Email: codes@villageofcamillus-ny.gov

Phone: (315) 672-3484, Fax: (315) 672-5323

- A) Complete all applicable sections of the Fire Alarm System Permit Application.
- B) Sign and date the bottom of the application.
- C) Submit the following required items with your completed application:
(Some may not be applicable to your project)
 - Fire alarm system building plans stamped by a NYS registered architect or licensed engineer.
 - Fire Alarm System Shop Drawings.
 - Set of manufacturer cut sheets on all equipment (clearly mark the specific model of equipment used).
 - Contractor Insurance Certificates with Village of Camillus as certificate holder:
 - General Contractor's Liability Insurance Certificate
 - General Contractor's Workman's Compensation Insurance Certificate or exemption
Please Note: ACORD forms, while acceptable proof of General Liability Insurance, are NOT acceptable as proof of NYS Worker's Compensation Insurance or Disability Benefits Insurance coverage!
 - General Contractor's Disability Insurance Certificate
 - Fire alarm system permit application fee. The fee may include the cost of any third party shop drawing review.
- D) Typical applications take 3-5 days to review.
- E) All applicable inspections listed on the Permit are mandatory. Please call at least one day ahead to schedule inspections.
- F) Length of validity. Permits shall be valid for up to one year from date of issue. An extension may be granted provided that good cause is shown and an extension application is submitted prior to the end of the first year.