



Montgomery County Department of Permitting Services

2425 Reedie Drive, 7th floor
Wheaton, MD 20902
240-777-0311 or 311 in Montgomery County
montgomerycountymd.gov/dps



ALL ISSUED PERMITS MUST BE INSPECTED BY DPS

All fire alarm permits issued must be inspected by DPS Fire Alarm inspectors prior to the system being considered approved and completed. Please read carefully and follow the information below to ensure that your fire alarm system work is installed and approved in a manner compliant with all applicable codes and standards. It is also important to note that all fire alarm permits require a low-voltage electrical permit and, the low voltage permit must be issued, inspected and approved prior to requesting a fire alarm permit inspection from DPS.

Prior to requesting a fire alarm permit inspection the building must be posted for not less than 24 hours prior to the inspection request, the system shall be pre-tested and the fire alarm control panel shall be clear of any trouble or supervisory signals. The fire alarm system must be called out with Montgomery County Emergency Communications (240.683.6520) prior to any system testing.

Inspection requests made before 12 noon will be scheduled for the next working day, requests made after 12:00 noon will be scheduled within two working days. A DPS inspector will contact you regarding the approximate time that they plan to arrive at the inspection site.

The permit, approved plans and all attached notes, comments and/or inspection reports shall be kept on the site and available for immediate review until the project has received final DPS approval. The permit must be conspicuously posted.

The following is a list of inspection types available for scheduling, a description of the inspection type and responsibilities of the applicant/person scheduling the inspection. Additional information and/or scheduling assistance is available by call 240.777.0311.

- 270 **NEW FIRE ALARM SYSTEM** – This inspection is for newly installed or upgraded fire alarm systems installed with a valid DPS fire alarm permit and approved DPS low-voltage electrical permit. *Fire alarm work involving additions or alterations to an existing fire alarm system should use inspection code 271.*
- 271 **TENANT ALTERATION**– This inspection is for all work where the existing approved fire alarm system has been added on to or modified in accordance with a DPS issued fire alarm permit, approved fire alarm plans and DPS approved low-voltage electrical permit.
- 272 **VESDA** – This inspection is for special application fire alarm systems such as air-aspirating smoke detection, releasing fire alarm systems and/or other non-required fire alarm systems installed or altered with a DPS issued fire alarm permit, approved fire alarm plans and a DPS approved low-voltage electrical permit.
- 251 **FIRE ALARM FINAL** – This inspection is for the final approval of a fire alarm permit which has been issued by DPS, is accompanied by DPS approved fire alarm plans and is associated with a DPS approved low-voltage electrical permit. The space in which this inspection is to occur shall be in a finished state (free of construction activity and reflective of final field conditions) and ready for a building final inspection from DPS. ***Final inspections will not occur in spaces/areas that are actively under construction and/or which do not comply with the information noted at the top of this form and, may incur a re-inspection fee where found non-compliant.***

Overtime inspections are offered based on DPS inspector availability and receipt of payment prior to the inspection being scheduled. Overtime inspections may be scheduled by calling 240.777.0311, by speaking directly with a DPS inspector or, by visiting DPS offices. Please note that there is a fee associated with overtime inspections, the cost of which may be found in the [DPS Fee Schedule](#).