



500 West Big Beaver Rd.  
Troy, MI 48084-5254  
www.troymi.gov/fire

**Plan Submittal Process**  
Fire Prevention Division  
P: 248.524.3419

### GENERAL INFORMATION

- 24-Hour Police/Fire Communications Center: ..... 248-524-3477**
- Fire Dept. Administrative Office: ..... 248-524-3419**
- Web Address:** [www.troymi.gov/fire](http://www.troymi.gov/fire)
- Office Hours:** Monday through Friday, 8:00 am – 4:30 pm, except holidays

### SUBMITTING PLANS

- Permit applications for fire alarm and fire protection are completed online through the BS&A Portal at BSAonline.com or paper plans can be submitted to the building department.
- If you have any questions about this process, contact the Fire Department Administrative office
- Allow for sufficient review time. Average review time is approximately 2 weeks. Allow at least 1 week after submittal before calling.
- For paper submittal, DO NOT fill in the permit fees on the permit application or send a check at this time. Permit amounts will be filled in by the fire inspector assigned to perform the review.

#### **BS&A Electronic Plan Submittal Process**

- Contractors must have an account in BS&A and be registered with the City of Troy Building Department. If not registered, contact the City of Troy Building Department
- Permit applications are not required. The submittal process through BS&A is the application.
- Submit plans and all appropriate supporting documentation electronically.
- Paper copies are not required for the initial submittal. Some projects may require the submittal of a paper copy. Applicant will be notified if the paper copy needs to be submitted.
- Allow for sufficient review time. Average review time is approximately 2 weeks. Allow at least 1 week after submittal before calling.
- The system will not allow for an estimation of permit fees. The fees will be calculated when the plans are reviewed and approved. Once the invoice is created, the contractor will be notified via the email on file.
- You will be notified automatically to the email address in BS&A regarding the status of the permit application



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### **Paper Plan Submittal Process**

- When applying for permits, please use the current forms, available on-line
- Submit at least three (3) printed copies for review, plus as many other copies as necessary to complete the job. Be sure to include a copy that will be posted at the job site.
- Submit appropriate copies of all supporting documentation as needed
- Submit an Electronic Copy
  - Submit your drawings, all supporting documentation and permit application via e-mail to: [fireplans@troymi.gov](mailto:fireplans@troymi.gov).
  - All documentation provided electronically shall be in PDF format.
  - Be sure to include the Address of the job on the “Subject Line” of the email.
  - Use the job address for the file name
- You will be notified by email on the permit application as to the status of your permit application

### **Acceptance Tests / Inspections**

- To schedule inspections tests, call the Fire Department office.
- Requests for inspections should be made two (2) business days in advance
- Permit and stamped paper plans **MUST** be on site no matter how the permit application is submitted. Electronic copies on the job site are not a substitute for paper plans