Fire Alarm Operational Permit Program
General Information

In order to better serve and protect the residents and businesses of Redmond, the Redmond Fire Department created the fire alarm operational permit (FAOP) program. The FAOP enhances the fire department's ability to respond to emergencies by listing contact and basic system information while satisfying the NFPA 72 requirement for central station service documentation.

Requirements

Redmond Fire requires that the building owner select a fire alarm service company as the prime contractor for the fire alarm system in a building. This company must be listed by UL, Intertek (ETL), or FM Global as a provider of central station service as either a local company or a central station. 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. Signal monitoring
3. Retransmission
4. Associated recordkeeping and reporting
5. Testing and maintenance
6. Runner service

These elements may be subcontracted by the prime contractor, but the prime contractor shall maintain responsibility for the system. The monitoring of fire alarm signals (#2, 3, and 4) must be provided by a company listed by UL, Intertek (ETL), or FM Global as a central station.

Application Process for an FAOP

Both the prime contractor and the building agent must complete and sign the fire alarm operational permit application form. For new systems, the prime contractor will then attach this completed form to a record of completion form in The Compliance Engine (TCE). For existing systems, the form will be attached to the annual confidence test report form in TCE.

The FAOP costs $100, which is automatically added to the report submission fee of $10 for a total of a $110 charge. After payment, a PDF copy of the permit, which will be valid for one year starting from the date of the test, will be emailed to the default contact in TCE. The FAOP must be posted within 36 inches of the fire alarm control panel upon receipt.

Updating Information in The Compliance Engine

When submitting a confidence test or following any system modification, the prime contractor shall verify the system information, device counts, and contact information of a TCE submission and update the information as needed.

When an FAOP Is Required

A new FAOP will be required in the following situations (TCE report template to use listed in parentheses):

1. Installation of a new system (A – Acceptance Testing Documentation - Fire Alarm)
2. Completion of an annual fire alarm confidence test report (L or Q – Fire Alarm Confidence)
3. A change of prime contractor or building ownership (L or Q – Fire Alarm Confidence)

   Note: If the new prime contractor accepts the previous prime contractor's confidence test, resubmit the existing confidence test report using the original confidence test date. If a new confidence test is conducted, submit the new report using the new confidence test's date.

If only the device counts, system information, or non-prime contractor/system ownership information are changing, use the *Update Central Station Information* form to update only those fields. No new FAOP will be generated.

Frequently Asked Questions

Do I need to have an FAOP?
Yes, beginning on January 1, 2021, all fire alarm systems must use the fire alarm operational permit to document central station service. Please note that this only specifies the method of documentation; the other requirements of central station service from NFPA 72 still apply.

Who may 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 an employee of a property management firm.

May I contract with more than one fire alarm service company?
No, the building ownership/management may only have one active contract with a fire alarm service company, the prime contractor. However, the prime contractor may subcontract elements of central station service while maintaining responsibility for the fire alarm system.

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 fire alarm company–local company or a central station. The most common listings are provided by UL, FM Global, and Intertek (ETL).

May I contract with more than one fire alarm service company?
No, the building ownership/management may only have one active contract with a fire alarm service company, the prime contractor. However, the prime contractor may subcontract elements of central station service while maintaining responsibility for the fire alarm system.

What services are required of the prime contractor?
The prime contractor is responsible for the submission of the annual confidence test report (including the FAOP application) and all elements of central station service.

May we change prime contractors at any time?
The scope of the fire alarm operational permit program allows for a change in prime contractors. However, the FAOP program does not prevent the contract between the building ownership/management and the prime contractor from including language prohibiting such a change before a contract expires. As such, we ask that you please refer to the established contract.

If a change is being made, please email a thirty (30)-day notice of cancellation to ConfidenceTestReports@redmond.gov that includes the new prime contractor. A new fire alarm operational permit will be required.

May the building agent hire a different fire alarm service company for tenant improvements?
If the contract between the building agent and the prime contractor allows 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 contractor to work on the system. The prime contractor will still be responsible for the proper function and maintenance of the fire alarm system in accordance with central station requirements.

Will a change in building ownership or prime contractor require a new FAOP?
Yes, a new FAOP will be required upon a change in building ownership or prime contractor. FAOPs may not be transferred in these situations.

How do I get a copy of my FAOP?
The FAOP generates the night after a reviewer accepts the report submission. The Compliance Engine will email a copy of the FAOP to the default contact for the premise in The Compliance Engine. In addition, Redmond Fire, the prime contractor, and any authorized premise users may access the FAOP from the notifications section of the premise.

What if I have further questions?
Please contact ConfidenceTestReports@redmond.gov for assistance.