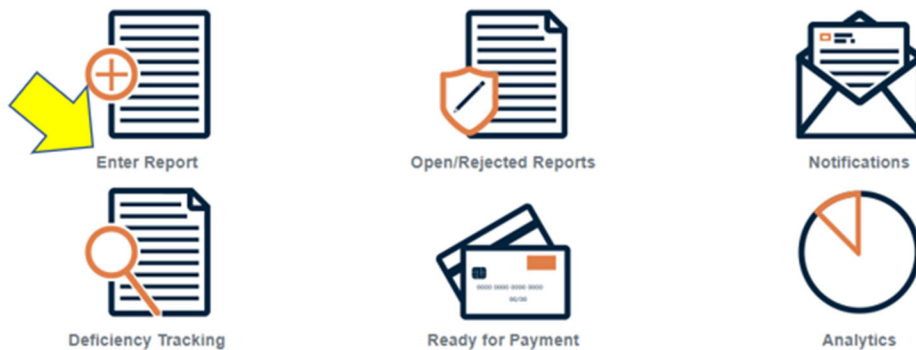




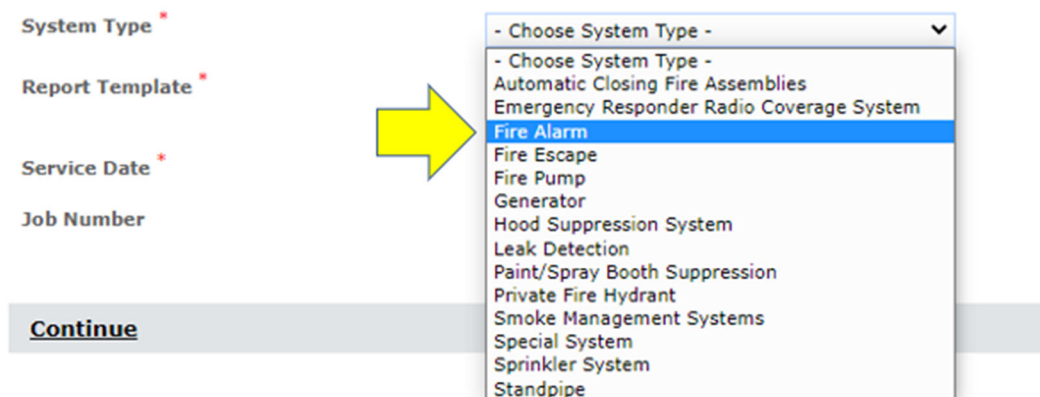
## Obtaining a Fire Alarm Operational Permit (FAOP) due to change in Prime Contractor mid-inspection cycle in The Compliance Engine

Instructions for Service Providers:

1. Sign in to your account on The Compliance Engine website ([www.thecomplianceengine.com](http://www.thecomplianceengine.com)).
2. On the dashboard, click the **Enter Report** tile.



3. Search for the address of the premise you are wanting to submit the FAOP application for. Click on the premise when it appears in the search results.
4. The next page is the **Enter Report** screen. Verify the information on this page is accurate.
5. Select an Inspector that represents this account.
6. Select **Fire Alarm** in the System Type drop-down menu.



7. Select **Update Central Station Information** in the Report Template drop-down menu.


System Type \* Fire Alarm

Report Template \*  
 - Choose Template -  
 L - Fire Alarm Confidence  
 Q - Fire Alarm Confidence  
 S - Fire Alarm Confidence  
 Update Central Station Information  
 R - Fire Alarm Deficiency Repair  
 A - Fire Alarm Acceptance Test

Service Date \*

Job Number

[Continue](#)



8. Select the service date that the new prime contractor is taking responsibility of the fire alarm system service.
9. A Fire Alarm inventory box will appear below the **Job Number** field. These fields are editable. **Update the Fire Alarm information to reflect the information listed on the FAOP PDF.**
10. Click Continue.
11. A new report will be generated. Note the RN in the gray heading.
12. Verify that the Premises Mailing Contact information is correct. Edit this section if changes are necessary (i.e., the site has a new property management company, or a new building owner contact).
13. Read the disclaimer in the yellow box below the premises mailing contact information. Check "I agree" to continue.
14. Upload the FAOP application.

This form is only to be used when a change to the Operational Permit is completed outside the confidence testing cycle.

\* Please attach a signed digital copy of the fire alarm operational permit application.

[Attach file](#)

15. Submit the report to Redmond Fire by clicking **Submit to AHJ**.
16. The next screen will prompt you to create a payment profile if you do not already have one on file, or to accept the charges corresponding to the Fire Alarm Operational permit.
17. A Redmond Fire Prevention member will review the report within several business days. Once the report is accepted, the FAOP will be issued. The FAOP is programmed to be emailed to the premise site contact in The Compliance Engine.

Have questions about these steps? Please email [ConfidenceTestReports@redmond.gov](mailto:ConfidenceTestReports@redmond.gov).