



Office of the Fire Marshal City of Baltimore Fire Prevention Bureau



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To: DW Security
223 West Jackson Street
Spring Grove, PA 17362

Contact: Kelly Kreiner

Phone: 410-768-2200

June 18, 2025

E-mail: KELLY@GLKREINER.COM

DHCD Record No: **BCCM-25-001410**
Description of Work: **Installation of new fire alarm system, devices & FACP**

Address: **2601 N Charles St** Block/Lot: 3840-036
Baltimore MD 21218

Location/Floor(s): **Basement, 1st, 2nd, 3rd**

Report: Based on the submitted information Captain Erica Wilson of the Plans and Review section with the Baltimore City Fire Dept Office of the Fire Marshal (BCFD OFM) has completed the review of the plan listed above. Plans that are approved and permitted by the Fire Marshal's Office give authorization for construction. Final approvals are subject to field verification. All current laws, codes and ordinances must be complied with as well as the following:

1. The Contractor must be licensed in the State of Maryland and shall obtain a **FIRE PREVENTION PERMIT** from the Office of The Fire Marshal (OFM) located at 410 E. Lexington St. **prior** to commencing work. (Please note this is in addition to the housing permit)
2. The OFM FIRE PERMIT code **F105.7.3A** total fee is **\$252.00 (check or money order only)** and shall be **made payable to "Director of Finance"**.
3. **TO OBTAIN FIRE PERMIT:** Documents (This approval letter, proof of paid housing COM permit, the above listed fee & all your contact information in an envelope) are to either be dropped off or mailed to: Office of The Fire Marshal, Attn: Permits, 410 E Lexington St, Baltimore MD 21202. Permits are not issued on site, please ensure documents have the correct information. Permits will be issued by US mail and may be emailed once processed.
4. If you do NOT receive the FIRE PREVENTION PERMIT w/in 2 weeks, contact the OFM Administration Captain or the Fire Permits technician at 410-396-5752.
5. All work **SHALL** comply with 2019 NFPA 72, & The 2024 Baltimore City building, fire and related codes. Applicable codes for occupancy. Installation of all new devices shall be compatible with any existing system and tied into the automatic sprinkler system if applicable.
INSPECTIONS REQUIREMENTS:
6. The system shall be monitored by a UL approved monitoring station. Building address notification and signals to monitoring system to be verified in accordance with NFPA 72 & sequence of operation as per approved plans.
7. Fire Code compliance based upon occupancy classification shall be required of entire premise with regards to detection/notification required to be witnessed by this agency.
8. All devices either installed within the scope of this project or affected by this project shall be tested before requesting a system acceptance test.
9. Circuit breaker locks for fire alarm system(s) or emergency communication system(s) shall be provided & permanently identified with a **red marking**.
10. Ensure identification signs for all doors and rooms leading to and containing the Fire Alarm Control Unit.
11. Fire Alarm inspection shall be coordinated with any trades that this system monitors. (Sprinkler, DAS, etc.) If applicable.
12. All addressable Initiating devices shall be programmed to closely identify the location & floor they are either contained in or close to. FACP & Monitoring station shall have the same descriptions. A device location list may be requested to be provided before inspection.
13. The person conducting the test shall have all equipment required on site for acceptance testing. Smoke devices to be tested with can smoke. Heat with heat detection. Magnets for testing are not acceptable in Baltimore City, unless advised by the manufacturer.
14. ******** Readable **approved plans (with city of Baltimore stamp)** combined with the **OFM approval letter**, and the **Fire Prevention Permit MUST** be present on site for testing/approval. Failure to provide the required documents on-site will result in an incomplete inspection.
15. **Field inspection may require alterations.**



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2601 N CHARLES ST

16. **Approved plans** can be retrieved from Project Dox

THE FIRE MARSHAL'S OFFICE DOES NOT ISSUE STAMPED PLANS. The DHCD Fees need to be paid in full to obtain the Approved set of plans. **PLEASE CONTACT DHCD (LEAD PLAN REVIEWER) FOR ASSISTANCE.** (DHCD LEAD PLAN REVIEWERS: MECH & PLMB OR ELECTRICAL) Please note that the **DHCD Fees are separate from the OFM permit Fees**

1. The DHCD Fee amount varies, can be paid online via E-Permits portal. DHCD is located at 417 E Fayette St
2. The FIRE PREVENTION PERMIT Fee amount varies & cannot be paid online. The amount will be listed on the approval letter. The Fire Prevention Permit is issued by the Baltimore City Fire Dept. Office of The Fire Marshal, located at 410 E Lexington St

17. Plans that are approved and permitted by the Fire Marshal's Office give authorization for construction. Final approvals are subject to field verification.

18. *******INSPECTION REQUEST:** Once the contractor has obtained the **FIRE PREVENTION PERMIT** and paid all housing permit fees, pre-tested & verified system is compliant. **Call 311 if in Baltimore City or direct dial 443-263-2220** and request a **"FIRE PROTECTION SYSTEMS TESTING"** to be witnessed by this agency. **When asked for the Fire Dept Permit Number You Must provide the SIX (6) DIGIT FIRE DEPT PERMIT # that will be located on the top left corner of the Fire Prevention Permit.** (DO NOT provide any DHCD COM2025, Plan2025# or RECORD NO) You will be contacted within (7) seven working days of request, IF the correct information was provided.

19. ******Please note: currently we are NOT using the Accela E-permits portal for FIRE systems inspections. Please call 311 as stated above.**

20. As-built drawings are required to be onsite & re-submitted when system installation is not the same as the approved plans.

21. **Review and approval by the fire code official SHALL NOT** relieve the applicant of the responsibility of compliance with all applicable codes, ordinances, and laws.

- **To access your legacy projects (created before Feb. 3, 2025),** click on the Project Dox link: <https://dhcd.baltimorecity.gov/pi/eplans>
- **Projects created after February 3, 2025** <http://cels.baltimorehousing.org/permit/PlansCheck.aspx>
- **DHCD E-Permit Resources Page:** [DHCD E-Permits Resources](#) | [Baltimore City Department of Housing & Community Development](#)

If you need additional assistance obtaining the housing permit or retrieving the approved plans, contact the Dept of Housing Plans and Review Section by phone or email:

Plans: 410-396-3460
Permits: 443-984-1809

dhcd.plansreview@baltimorecity.gov
dhcd.permits@baltimorecity.gov

nick.wagner@baltimorecity.gov
david.lyons@baltimorecity.gov