



# CITY OF FALLS CHURCH

**CITY OF FALLS CHURCH  
FIRE MARSHAL**  
300 PARK AVENUE  
FALLS CHURCH, VA 22046  
Phone: (703) 248-5058 Fax: (703) 248-5158  
Email: [FireMarshal@fallschurchva.gov](mailto:FireMarshal@fallschurchva.gov)



## Requirements for Contractors Servicing Fire Protection Systems

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**NEW SYSTEMS:** An application for a [Fire Alarm & Sprinkler Permit](#) must be completed for ALL work which is considered new or upgrades to existing fire protection systems. Applications must be submitted through the City Permits and Inspections counter located at 300 Park Ave, Suite 300-west (703-248-5080). For specific questions regarding NEW systems contact: Inspector Gary Mullinax at 703-248-5254.

**TESTING OF EXISTING FIRE PROTECTION SYSTEMS:** Periodic inspections and testing of all fire protection systems (alarms and suppression) shall be in accordance with respective NFPA standards (NFPA 72 – Fire Alarm Systems, NFPA 25 – Sprinkler Systems) and other codes as required under the Statewide Fire Prevention Code and the City of Falls Church Fire Prevention Code. ALL contractors shall be licensed, insured sufficiently and eligible to transact business in the Commonwealth of Virginia. Additionally, all companies shall follow NFPA standards and be NICET (National Institute for Certification in Engineering Technologies) certified in the inspection, testing and maintenance of fire alarm systems and water based fire protection systems.

**REPORTING TO THE FIRE MARSHAL:** At the present time the City Fire Marshal does not require “witnessed system testing.” However, the City Code requires Fire Protection Contractors to:

- Notify the City of Falls Church Fire Marshal in advance when system testing or maintenance is being performed and **REPORT ALL TEST RESULTS**. All test results including discrepancy reports shall be emailed to [FireMarshal@fallschurchva.gov](mailto:FireMarshal@fallschurchva.gov).

**It is the responsibility of the fire protection company to report all test results/maintenance reports to the City Fire Marshal within 30 days of the test.**

When performing testing or maintenance of a fire alarm or fire protection system, the building owner/management is required by state and city code to contact:

- Arlington County Emergency Dispatch Center (703) 741-3011
- City of Falls Church Fire Marshal (703) 248-5058 or [FireMarshal@fallschurchva.gov](mailto:FireMarshal@fallschurchva.gov)

