



HOW TO APPLY FOR A COMMERCIAL KITCHEN FIRE SUPPRESSION SYSTEM PERMIT

Commercial cooking fire protection systems are required in accordance with the current regulations adopted by the State of Wisconsin Department of Commerce as found in the Wisconsin Administrative Code, or as required by sec. 5.204 of this Code.

Have qualified contractor design and prepare a fire protection system plan for your kitchen. A qualified contractor can determine if the fire protection system complies with the applicable NFPA 17A and NFPA 96 codes on fire protection systems for commercial kitchens. Contact the fire prevention bureau with any questions during the planning process.

Plan Submittal

The contractor is obligated to provide a minimum of 2 sets of plans with system information for plan review.

Provide on All Plans

- Scope of work.
- All property information (ie. Business Name, Address, Installer Contact and Phone Number).
- Graphical Information (ie. Scale, Points of Compass, Matchlines if applicable).
- Floor Plan
- Show appliances under the hood and location of protection nozzles (include information on type of appliance and its fuel supply).
- Location of Fusible Links and their respective Temperature.
- Exact location of the Manual Activation device.
- Location and size of the Extinguishing System.
- Class "K" Fire Extinguisher location.
- Location of Fuel Supply shut-off (ie. Gas Valve or Circuit Breaker).

STEP 1. Complete the required application.

STEP 2. Send or drop off the complete application and **Permit Fee of \$100.00** to:

Fire Prevention Bureau
West Bend Fire Department
325 N. 8th Avenue
West Bend, WI 53095

General Info 262.335.5054
Fire Chief 262.335.5052 Bn. Chief 262.335.5053
Fire Inspector 262.335.5055 Fax 262.335.5148
325 N. 8th Avenue, West Bend, WI 53095



Applications must be received 10 business days prior to the installation of a commercial kitchen fire protection system. Installation of systems shall be performed only by persons properly trained and qualified to install the specific system being provided. Copies of this information shall be provided upon request.

STEP 3. The fire department shall witness a system trip/puff testing prior to final acceptance by the Fire Department. The installer of the commercial cooking fire protection system shall provide a minimum of 2 business days notice to the Fire Prevention Bureau prior to the performance of any inspection or test to the system.

STEP 4. Installation of the commercial kitchen fire protection system may begin after issuance of permit. Verbal notification for starting installation by the Fire Prevention Bureau may be granted before the permit is processed. Installation of the commercial kitchen fire protection system prior to issuance of a permit or verbal authorization will result in **Double Fees**.

STEP 5. Remember that all commercial cooking fire protection systems shall be periodically inspected, tested and maintained in accordance with NFPA 1.

- Commercial Kitchen Fire Protection Systems must be inspected and serviced per the requirements found in NFPA 1 (Uniform Fire Code) chapter 50.
- Fusible links shall be replaced at least semi-annually or more frequently if necessary where required by the manufacturer. Fusible links must be tagged and show the date and installer initials
- Exhaust systems must be cleaned by a properly qualified, trained and certified individual or company according to the table below:

NFPA 1, Table 50.5.3 Schedule of Inspection for Grease Buildup

Type or Volume of Cooking Frequency	Frequency
Systems serving solid fuel cooking operations	Monthly
Systems serving high-volume cooking operations such as 24-hour cooking, charbroiling, or wok cooking	Quarterly
Systems serving moderate volume cooking operations	Semi-annually
Systems serving low-volume cooking operations, such as churches, day camps, seasonal businesses, or senior centers	Annually

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**Application for Installation/Modification of a
Commercial Kitchen Fire Protection System**

Contractor:

Name _____

Address _____

City _____

State _____ **Zip** _____

Phone Number _____

Site Information:

Occupant _____

Address _____

Permit Fee: \$100.00

NOTE

The installer of the commercial cooking fire protection system shall provide a minimum of 2 business days notice to the Fire Prevention Bureau prior to the performance of any inspection or test to the system.

**The final inspection and testing shall be completed as outlined in NFPA 96
PUFF TESTING is required at the final inspection.**

Return this form with the appropriate fee and plans to the Fire Prevention Bureau, West Bend Fire Department, 325 N. 8th Avenue, West Bend, WI 53095.

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