



HOW TO **APPLY FOR THE INSTALLATION/MODIFICATION/REPLACEMENT** **OF A FIRE ALARM SYSTEM**

STEP 1. A permit is required for the installation of new fire alarm systems, replacement of existing systems, installation or replacement of fire alarm panels, adding notification devices, adding additional smoke or heat detectors, adding pull stations or other devices to an existing system (Replacement of an existing fire alarm system shall require the entire building's fire alarm system to be upgraded to current code compliance.)

STEP 2. Plans conditionally approved by the State of Wisconsin or a fire alarm plan reviewer approved by the City of West Bend Fire Department are accepted. All plans must include:

- 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).
- All initiating and annunciating devices, FACP and their respective location(s).
- Wiring diagrams.
- All standards that the system was designed to.
- NICET certification documentation
- Battery Calculations
- Make and Model of panel installed
- Make and model of smoke or heat detectors installed
- Make & Model of pull stations installed
- Status Panel. Fire alarm systems shall display at a panel the device(s) activating the fire alarm system and capable of indicating the status of all specific components connected to the system.
- As determined by the Fire Department, additional notification and/or initiation appliances or devices may be required due to size, occupancy hazards, building construction, and/or occupancy use.
- Automatic Dialing Alarm Systems Prohibited. No person shall install any device that, when activated automatically, dials the Fire Department and repeatedly gives a recorded message.

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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



STEP 3. Obtain a signed contract with a minimum of one year monitoring services by an alarm monitoring company licensed under Section 5.208 of the City of West Bend Municipal Code.

STEP 4. Complete the required application with permit fee calculations.

STEP 5. Send or drop off the completed application, 3 sets of alarm system plans, (Two stamped plans will be returned to you) a copy of the monitoring contract and Permit Fee to:

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

STEP 6. Installation of fire alarm systems 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 fire alarm systems prior to issuance of a permit or verbal authorization will result in **Double Fees**. Work shall be completed by certified personnel.

STEP 7. The installer of the fire alarm 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 8. The fire prevention bureau will conduct an acceptance test of the system according to NFPA 72 standards. A NFPA 72 Fire Alarm Completion Record will be required at this time. Monitoring will be required at time of acceptance. The system will be left "Live" at the completion of final testing.

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NOTE

**The installer of the fire alarm system shall provide a notice of at least 2 business days to the Fire Prevention Bureau prior to the performance of any inspection or test to the system.
Alarm monitoring shall be live at final inspection.**

Responsibilities of Fire Alarm System Owners after system acceptance:

- All buildings or portions of buildings containing fire alarm systems, whether required by this Code or not, shall be maintained in good working order and tested annually by a qualified fire alarm company as required by NFPA 72. Records of this testing shall be located by the fire alarm control panel and be made available to the Fire Department upon request.
- All fire alarm systems, whether required by this Code or not, shall undergo quarterly testing every year. Records of the testing shall be located by the fire alarm control panel. The testing shall involve the activation of either a smoke detector or pull station which shall cause the building's fire alarm horn and/or strobe units to activate.
- The occupant or owner of a building shall notify the Fire Chief or Fire Department immediately when the building's fire alarm system is rendered out of service for any reason. If the system is out for more than 4 consecutive hours in a 24-hour period, the building shall be evacuated or an approved fire watch shall be provided as specified in the current printed version of NFPA 101 (also known as the Life Safety Code).

Fill out the application form and return with the appropriate fee and plans to:

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

***Application Form on next page**

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**Permit Application for
Installation/Modification of Fire Alarm System**

Contractor:

Name _____

Address _____

City _____

State _____ Zip _____

Phone Number _____ NICET Cert. Number _____

Site Information:

Occupant _____

Address _____

Permit Fee:

Fire Alarm Control Panel	_____ 1 _____	X \$5.00	= _____
Number of Pull Station Devices	_____	X \$5.00	= _____
Number of Notification Devices	_____	X \$5.00	= _____
Number of Heat Detectors	_____	X \$5.00	= _____
Number of Smoke Detectors	_____	X \$5.00	= _____
Total Devices	_____		\$ _____

	1-50 dev./det.	= \$50.00	_____
Add Appropriate	51-250 dev./det.	= \$100.00	_____
Labor Fee	251+ dev./det.	= \$150.00	_____
	Panel only	= \$50.00	_____
	Total		\$ _____

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