



HOW TO APPLY FOR INSTALLATION/MODIFICATION OF A FIRE SPRINKLER SUPPRESSION SYSTEM

STEP: 1. Determine if a Fire Sprinkler System permit is required for your project.

A permit is not required for the addition/alteration of up to 20 fire sprinkler heads to an existing fire sprinkler system however documentation on contractor's company letterhead or by email is required to be sent to the West Bend Fire Department as a notice of work.

lambergt@ci.west-bend.wi.us

STEP 2. Sprinkler plans shall be approved by either the State of Wisconsin or a fire sprinkler plan reviewer approved by the City of West Bend Fire Department. These plans shall be stamped "Conditionally Approved".

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 sprinkler system devices and their respective location(s).
- All standards that the system was designed to.

Other items to note regarding fire sprinkler systems:

- The fire sprinkler system shall have the Main Drain piped to the outside of the building.
- The fire sprinkler system shall have an inspector's test valve piped so as to discharge water to the outside of the building.
- In multi-family residential buildings without a common interior area, the fire sprinkler system riser shall be located in a separate heated room with direct access from the outside of the building for use by the Fire Department. The design of this adjacent room shall be suitable so as the installation and maintenance of the fire sprinkler system can be achieved.
- New fire sprinkler systems shall be monitored by an offsite central station monitoring service that is permitted to operate in the City of West Bend.
- Replacement of a flow switch will require the outside notification device (electric bell) to be converted to a horn/strobe unit.

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Fire Inspector 262.335.5055 Fax 262.335.5148
325 N. 8th Avenue, West Bend, WI 53095



- The fire sprinkler system shall have the outside horn/strobe located above the Fire Department connection (FDC), as defined in NFPA 13.
- The location of the FDC shall be no more than 150 feet travel distance to a water supply. The FDC shall be located on the front of the building or another location on the building acceptable to the Fire Chief or Bureau.
- Installation or work on a fire sprinkler system requires properly certified individuals to perform the specified scope of work. (Verification of certification will be asked without any notice)

STEP 3. Complete the required application.

STEP 4. Calculate the Permit Fee.

STEP 5. Send or drop off the completed application, **2 copies** of the State of WI Conditionally Approved plans and the Permit Fee to:

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

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

STEP 7. **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 following tests will need acceptance:

- Underground Pipe Test. The underground water main supplying the fire sprinkler system shall be flushed in the presence of the **city plumbing inspector**.
- Installation Inspection. The installation of all sprinkler piping, heads and risers shall be inspected by a Fire Inspector before being covered.

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- Final Acceptance Test. All newly installed fire sprinkler systems or existing fire sprinkler systems in which 20 or more fire sprinkler heads are added or modified, shall be hydrostatically tested in the presence of a Fire Inspector.

STEP 8. The system will be left “Live” at the completion of final testing.

Responsibilities of the owner after installation of a fire sprinkler system:

- All fire sprinkler systems shall be periodically inspected, tested and maintained in accordance with NFPA 25.
- A person or company holding tester credentials issued by the State of Wisconsin shall perform the annual tests. Nothing in this section precludes the owner or occupant of the building from performing the daily, weekly, monthly, quarterly or semi-annual visual/testing requirements as required by NFPA 25.
- The owner or occupant of a building containing any required fire sprinkler system shall maintain the system in an operative condition at all times which includes periods where the building may not be occupied.
- The occupant or owner of a building shall notify the Fire Department immediately when the building’s fire sprinkler system is rendered out of service for any reason. If the system is out of service 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).

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**Permit Application for Installation/Modification of
Fire Sprinkler Suppression System**

Contractor:

Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone Number _____ Certification Number _____

Site Information:

Occupant _____
 Address _____

Calculate Permit Fee

15-50 Sprinkler Heads	No charge/head	\$50.00	=	_____
51 or more Sprinkler Heads	_____	x \$1.00ea	=	_____
	# of Heads			
Labor Fee	15-50 heads	=	\$50.00	
	51-250 heads	=	\$75.00	
	251+ heads	=	\$100.00	
	Total			_____

NOTE

**Contractor shall contact the Fire Inspector a minimum of 2 days in advance
of a request for acceptance testing.**

Return this form with the appropriate fee and **2 sets of plans** to:
 The WBFD Fire Prevention Bureau, 325 N. 8th Avenue, West Bend, WI 53095
 Fire Department, 325 N. 8th Avenue, West Bend, WI 53095.

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