



HOW TO APPLY FOR A STANDPIPE SYSTEM INSTALLATION PERMIT

For Stand Alone Standpipe Systems

STEP 1. Is this standpipe part of a sprinkler system?
Yes. If Yes a Standpipe permit is not needed.
No. Proceed to Step 2.

STEP 2. Determine the type of standpipe to be installed meets code and fire department requirements.
Check Section 5.212 of the City of West Bend Municipal Code and refer to NFPA 1.
Contact the Fire Prevention Bureau during the planning stage.

STEP 3. Complete the required application.

STEP 4. Complete a set of plans showing:

- 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 portions of the building can be reached by a nozzle attached to 150 feet of fire hose from standpipe hose connections.
- Location of hose connections on intermediate stairwell floors.
- FDC (Fire Department Connection) shall be within 150 feet travel distance to a water source.
- A set of hydraulic plans

STEP 5. Send the complete application, plans and a Permit Fee of **\$75.00** to:
Fire Prevention Bureau
West Bend Fire Department
325 N. 8th Avenue
West Bend, WI 53095

STEP 6. Installation may begin after issuance of permit. Verbal notification for starting installation by the Fire Prevention Bureau may be granted before the permit is processed. **Work started prior to issuance of a permit will result in Double Fees.**

STEP 7. The installer of the standpipe 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. Contact the Fire Prevention Bureau to schedule an acceptance test.

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



**Application for Installation of a
Standpipe System**

Contractor:

Name _____

Address _____

City _____

State _____ **Zip** _____

Phone Number _____ **Certification No.** _____

Site Information:

Occupant _____

Address _____

Permit Fee: \$75.00

Temporary stand pipe systems required under section 5.212(d) will not be charged permit fees.

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.

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.

**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**