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

STEP 1. Determine if a Fire Sprinkler System is required for your building.
   No. A permit is not required for the addition of up to 14 fire sprinkler heads to an existing fire sprinkler system. Documentation on contractor’s company letterhead is required to be sent to the West Bend Fire Department when and where this took place.
   Yes. The building requires a sprinkler system by the building code or modifications (over 15 heads) to an existing system are needed. Proceed to STEP 2.

STEP 2. Have a sprinkler system designed and plans drawn by a certified contractor. Plans shall 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 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.

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
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.

15-50 Sprinkler Heads No charge/head $50.00 =
51 or more Sprinkler Heads ______ x $1.00ea =

<table>
<thead>
<tr>
<th>Labor Fee-Choose 1</th>
<th>15-50 heads</th>
<th>51-250 heads</th>
<th>251+ heads</th>
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<tr>
<td></td>
<td>$50.00</td>
<td>$75.00</td>
<td>$100.00</td>
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Total ____________________

STEP 5. Send or drop off the completed application, a copy of the 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 Fire Department acceptance:

- Underground Pipe Test. The underground water main supplying the fire sprinkler system shall be flushed in the presence of a member of the Fire Department.
- Installation Inspection. The installation of all sprinkler piping, heads and risers shall be inspected by a Fire Inspector before being covered.
- Final Acceptance Test. All newly installed fire sprinkler systems or existing fire sprinkler systems in which 15 or more fire sprinkler heads are added or modified, shall be hydrostatically tested in the presence of a Fire Inspector. The test shall include flows from the main drain, fire flow test and the inspector’s test drain.

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).
Permit Application for Installation/Modification of Fire Sprinkler Suppression System

Contractor:
Name
Address
City
State Zip
Phone Number Certification Number

Site Information:
Occupant
Address

Permit Fee Submitted
15-50 Heads $50.00 + $50.00 labor
51-250 Heads $1/head + $75.00 labor
251+ Heads $1/head + $100.00 labor

NOTE
Contractor shall phone the Fire Inspector a minimum of 2 business days notice prior to the performance of any inspection or test to the system. Required Fire flow testing shall be in the presence of a member of the West Bend Fire Department Fire Inspection Bureau at time of 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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