

HOOD AND DUCT PLAN REVIEW
EMAIL SUBMITTAL INSTRUCTIONS

We utilize electronic plan and permit review allowing submittal by email attachment. Sending all plan review documents and permits by email attachment is mandatory. This reduces paper work, is less expensive, simpler, and much quicker than printing four sets of documents, packing them up and sending by regular mail. Also, turnaround time may be significantly reduced when everything is done electronically.

IMPORTANT NOTES:

- All plans and permits submitted must come in PDF format as an email attachment. Any accompanying documents, such as product spec sheets, must also come via email as a PDF file.
- If you fail to submit electronic plans and permits, you will be assessed the \$10.00 “Return Mailing Fee” as seen on the permit fee application page. Submitting electronically saves you from paying the \$10.00 fee.
- We have no web payment service, so if a fee is required you still must send the review fee by regular mail or drop it off in person at the Fire Administration Building located at 7332 W. National Avenue. If mailing in a check, please be sure to include a paper copy of the Hood and Duct Permit Application page so we know what project the check is for. Checks should be made payable to the *West Allis Fire Department*.

REQUIRED DOCUMENTS FOR PLAN REVIEW

Submit one set of each document specified below, by PDF email attachment:

1. **Drawings or plans**: Email the drawings in **PDF format**. Your plan must be drawn to scale so we can ascertain distances between devices.
2. **Hood and Duct Permit Application**: (See following page). **ALWAYS fill out and submit this sheet**. We need this information in order to log your project into our database.
3. **Do not** submit the **Plan Review Check List**. It is just for your benefit. If you provide everything in the check list, the review should go smoothly and quickly.
4. **Catalog Cuts**: Available from vendors, as PDF files, required for all components of system.

Send the above design documents and permit as PDF email attachments to: FirePlans@westalliswi.gov

PLAN REVIEW & ACCEPTANCE TESTING CHECK LIST

Do not submit this check list. It's only for your benefit.

- Site Plan:** The plan must be drawn to scale and showing street address.
- Hood and Duct System Plans:** They should include location of alarm panel, all fusible links, extinguishing agent, and manual pull station. If system is tied into general fire alarm system, location of FACP panel is also required.
- Manufacturers Catalog Cuts:** Included for all fire alarm equipment to be installed. Include all notification appliances, detection/signal devices, panels, fusible links, etc.
- Hood and Duct Permit Application:** Select the appropriate fields. For example, an alarm system will require both "plan review" and "site inspection." Be advised that all permits require the \$10.00 "permit initiation fee." If you do not send the plans via email, you will also be required to pay the \$10.00 "return postage" fee.
- Email PDF of plans, permit and required documents to FirePlans@westalliswi.gov:** If you are submitting by regular postal service mail (not preferred), provide three complete sets of paper plans and send them to the West Allis Fire Department along with an additional \$10.00 for postage.
- Print a copy of the signed and approved plans that you receive from us:** You *must* have a copy of signed and approved plans on site and available upon request. Since we will no longer be mailing paper plans via traditional mail, you must print and maintain a copy of the plans that you receive back via email. **If we show up for the site inspection and you do not have signed plans on site, we will not approve the system.**
- Fill out the attached "Hood & Duct Suppression System Acceptance Test Form":** This is the form that our inspector's will use. However, if you go through, item by item, prior to our arrival, you have a better chance of passing the test without any issues.
- Test the system before calling us to schedule the acceptance test:** You *must* test the equipment prior to scheduling. If we show up for the acceptance test and you are still working on the system or the system fails, our inspectors will leave and you will be forced to reschedule. **You will also be charged that additional site inspection fee of \$75 per hour (1 hour minimum,) for each additional time that we come out to witness a test.**



West Allis Fire Department
 Bureau of Fire Prevention and Urban Affairs
 7332 W. National Avenue
 West Allis, WI 53214
 (414) 302.8900; (414) 302.8927 (fax)

Hood & Duct Fire Suppression System Permit Application

Today's Date: _____

Project Address: _____

Contractor Information:

Company Name: _____

Contact Name: _____

Complete Address: _____

Phone Number: _____ **Fax Number:** _____

Permit Type:

- New Permit – First Submittal
- Resubmittal – Plans not Approved
- Additional Review – Change in Approved Plans

Reason for Additional Review:

Permit Fee Selection (permit fee includes permit, one (1) plan review submittal and one (1) site inspection):

- Plan Submittal & Permit: \$85.00
- Plan Resubmittal: \$50.00
- Additional Plan Review: \$35.00
- Additional Site Inspection: \$75.00

Mailing Fees:

- Email (preferred): No Charge
- Via U.S. Mail: \$10.00

Checklist for Hood & Duct Fire Suppression Plan Submittal

The applicable NFPA standards, as amended by the City of West Allis, require specific items to be provided for plan review. The contractor is obligated to provide all required information for plan review. The contractor shall indicate by placing a checkmark in each box. If specific information is not required for the submittal, the contractor shall indicate by leaving the box blank and providing reason why information was not provided.

Incomplete or missing information will result in resubmittal fees and a delay in the permit approval process.

Provide on all plans:

- Provide scope of work on plan set
- All property information is provided (business name, address, contact and phone #)
- All graphical information is provided (scale, points of compass, matchlines, etc.)

These items relating to the Hood & Duct Fire Suppression System:

- Appliances that the system will cover (type of appliance, fuel supply, etc.)
- Location and type of fusible link(s)
- Location of manual activation
- Location and size of extinguishing system
- Portable fire extinguisher location and copy of signage
- Fuel supply shut-off location and type of fuel
- Equipment specification sheets

I hereby certify that the submitted plans contain all relevant information required by State and Municipal Codes and Standards. I have access to these codes and NFPA 96, 2004 Edition. I understand that work may not begin without plan approval. I understand that work done without approval is subject to penalty under State and Municipal Codes.

I understand that installation of systems shall be performed only by persons properly trained and qualified to install the specific system being provided. I understand that copies of this information shall be provided upon request.

Contractor's Signature: _____

Printed Name: _____

