

**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 page 3). **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](mailto: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 \$15.00 permit initiation fee. If you do not send the plans via email, you will also be required to pay the \$10.00 return mailing fee.
- Email PDF of plans, permit and required documents to [FirePlans@westalliswi.gov](mailto: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 an 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

7332 W. National Ave., West Allis, WI 53214/414.302.8900  
APPLICATION FOR FEE PERMIT – HOOD/DUCT SUPPRESSION



Date: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

DESCRIBE WORK TO BE DONE: \_\_\_\_\_

CONSTRUCTION START DATE: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

BUILDING NAME: \_\_\_\_\_

SQUARE FOOTAGE OF BUILDING: \_\_\_\_\_ SQUARE FOOTAGE OF WORK AREA: \_\_\_\_\_

New permit (1st submittal)

Resubmittal (plans not approved)

Additional Review

REASON FOR ADDITIONAL REVIEW:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**~ THE PERMIT AND REVIEW WILL BE RETURNED TO THE SUBMITTER NOTED BELOW ~**

COMPANY NAME: \_\_\_\_\_

CONTACT NAME/TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER (TO INCLUDE AREA CODE): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

	Item	Fee	Cost
<b>A</b>	<b>HOOD &amp; DUCT FIRE SUPPRESSION SYSTEM</b>		
1	PLAN REVIEW	\$50.00	
2	SITE INSPECTION	\$100.00	
<b>B</b>	<b>ADDITIONAL FEES (IF APPLICABLE)</b>		
1	REINSPECTION FEE	\$50.00	
2	SPECIAL PLAN REVIEW/INSPECTION	\$200.00	
3	SPECIAL PLAN REVIEW/INSPECTION (\$37/HR INSPECTOR RATE; 3 HR MIN AT 1 ½ TIME)	\$166.50	
4	RETURN MAILING FEE	\$10.00	
5	<b>MANDATORY PERMIT INITIATION FEE</b>	<b>\$15.00</b>	<b>\$15.00</b>

Submit permit & check (payable to West Allis Fire Department) to:

West Allis Fire Department - Permits  
7332 W. National Ave.  
West Allis, WI 53214

**TOTAL:** \_\_\_\_\_

# 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:** \_\_\_\_\_



West Allis Fire Department  
Bureau of Fire Prevention and Urban Affairs  
7332 West National Avenue  
West Allis, WI 53214  
(414) 302-8900 (414) 302-8927 FAX

### Hood & Duct Fire Suppression System Acceptance Test Form

Project Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

**For Bureau of Fire Prevention Use Only:**

Type of Extinguishing Agent:  Wet Chemical  Other \_\_\_\_\_

Automatic Shutdown of Power Sources:  Yes  No Type:  Gas  Electric  
Attach Explanation

Yes	No	N/A	Documentation:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Installer's Certificate Provided to WAFD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certified Installer has Permit and Plans Approved by WAFD on site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All components located same as approved drawings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner has copy of Service Agreement on site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instruction Manual on site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of hydrostatic testing of all containers
<b>Components:</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Connected to the Fire Alarm System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Readily Accessible Manual Activation Device(s) along egress path
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manual Pull Station easily Accessible and not more than 48" from floor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instructions posted adjacent to manual actuation device
<b>Wet Chemical Only:</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fusible links located per approved plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fusible link above cooking appliance or group of cooking appliances
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piping and nozzles are secured
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical container easily accessible
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each cooking appliance protected by a single system nozzle
<b>Operational Tests:</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pressure gauges in operable range
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nozzle blow off caps are in place
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both manual pull station and operation of fusible test link activates system
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building fire alarm system sound upon system activation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appliance shutdown devices operate upon system activation/all equipment shuts down

System Approved  System Disapproved Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Inspector's Initials: \_\_\_\_\_