

SPRINKLER PLAN REVIEW
EMAIL SUBMITTAL INSTRUCTIONS

We utilize electronic plan and permit reviews allowing submittal by email attachment. Sending all plan review documents and permits by email attachment is mandatory. This reduces paperwork, 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 permit, 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 permit fee application page so we know what project the check is for. Checks should be made payable to the *West Allis Fire Department*.
- Any sprinkler project involving work on over 20 heads (new systems or expansion of existing systems) needs state approval.

Fire alarm and fire sprinkler plans requiring state review should first be sent to:
Waukesha Industry Services 141 NW Barstow Street Waukesha, WI 53188-3789, Phone (262) 548-8600,
Fax (262) 548-8614

Once the state has reviewed the plans, follow the required permitting steps with West Allis Fire Department outlined in this packet.

The City of West Allis Fire Department is a delegated agent for the State of Wisconsin and may review plans in lieu of state Submittal.

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. **Permit Fee 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.

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

PLAN REVIEW CHECK LIST

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

- Site Plan:** The plan must be drawn to scale and show the complete street address.
- Sprinkler Plans:** You must show location of fire sprinkler riser, flow switches, valve tamper switches, and fire pump controllers and activation devices. Clearly show system zoning (if the system is zoned) on the plans and as scheduled.
- Permit Fee Application:** Select the appropriate fields. For example, a sprinkler 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, permits and other required documents to FirePlans@westalliswi.gov:** If you are submitting by regular postal service mail (not preferred), provide three (3) 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 at the job 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.
- State of Wisconsin Review:** Any sprinkler project involving work on over 20 heads (new systems or expansion of existing systems) needs s of Wisconsin approval before being submitted to us.

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WEST ALLIS FIRE DEPARTMENT

BUREAU OF FIRE PREVENTION

7332 W. National Ave., West Allis, WI 53214/414.302.8900

APPLICATION FOR FEE PERMIT - SPRINKLER



Date: _____

PERMIT #: _____

DESCRIBE WORK TO BE DONE: _____

CONSTRUCTION START DATE: _____

Alarmed Not Alarmed Existing Structure New Structure Sprinklered Not Sprinklered

PROJECT ADDRESS: _____

BUILDING NAME: _____

SQUARE FOOTAGE OF BUILDING: _____ SQUARE FOOTAGE OF WORK AREA: _____

~ 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
A	FIRE SUPPRESSION SYSTEMS/SPRINKLERS		
1	RELOCATION OF 15 HEADS	\$50.00	
2	PLAN REVIEW NEW/ADDITIONAL 1-250 HEADS/COMPONENTS	\$50.00	
3	PLAN REVIEW EACH ADDITIONAL 100 HEADS/COMPONENTS	\$100.00	
4	SITE INSPECT 100 OR LESS HEADS/COMPONENTS	\$100.00	
5	SITE INSPECT OVER 100 HEADS/COMPONENTS	\$200.00	
6	ADDITION/REPLACEMENT OF SPRINKLER SYSTEM COMPONENTS	\$50.00	
B	ADDITIONAL FEES (IF APPLICABLE)		
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	MANDATORY PERMIT INITIATION FEE	\$15.00	\$15.00

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

West Allis Fire Department - Permits

7332 W. National Ave.

West Allis, WI 53214

TOTAL: _____