

# *City of Tomah Fire Department*



Fire Chief Tim Adler

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## 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 20 fire sprinkler heads to an existing fire sprinkler system. Documentation is required to be sent to the Tomah Fire Department when and where this took place on contractors' letterhead.

**YES.** The building requires a sprinkler system by the building code or modifications (over 20 heads) to an existing system are needed. Proceed to Step 2.

**Step 2:** Plans shall be signed and dated by the contractor responsible for the design and installation of the system. The Wisconsin license number of the automatic fire sprinkler contractor shall be included with their signature. A Wisconsin registered Architect, Professional Engineer or Designer of Engineering Systems (Fire Protection) may assume responsibility for the design of the fire protection working plans. Where this option is selected, the plans shall be signed, dated and sealed by the design professional. Plans conditionally approved by the State of Wisconsin are accepted. The Tomah Fire Department will conditionally approve plans on the local level with those requiring State approval. The Tomah Fire Department has the right not to approve plans at the local level.

All plans must include:

- Scope of work
- All property information (i.e. Business Name, Address, Installer Contact and Phone Number)
- Graphic Information (i.e. Scale, Points of Compass, Location of Supply Hydrant).
- All sprinkler system devices and their respective location(s).
- All standards that the system was designed to.

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Other items to note regarding fire alarm systems:

- The fire sprinkler system shall have the Main Drain piped to allow for proper forward flow testing.
- The fire sprinkler system shall have an inspector's test valve piped to discharge water outside of the building.
- In multi-family residential buildings without a common interior area, the fire sprinkler 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.
- Replacement of a flow switch shall require the outside notification device (electric bell/water gong) to be converted to a horn/strobe unit.
- 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 located on front of the building or another location of the building acceptable to the Tomah Fire Department.
- Installation or work on the 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/Acceptance Test Fee.

|  |         |              |  |
|--|---------|--------------|--|
| First 20 head                                    |         | \$ 150.00 =  |  |
| Each additional 50 heads or fraction thereof     | _____ X | \$ 25.00 =   |  |
| Acceptance test fee - First 20 heads             |         | \$ 125.00 =  |  |
| For each additional 50 heads or fraction thereof | _____ X | \$ 50.00 =   |  |
| Acceptance test fee - Fire pump                  |         | \$ 200.00 =  |  |
|  |         | <b>Total</b> |  |

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**STEP 5:** Send or drop off the completed application, 2 sets of hard copy Conditional Approval plans or 1 set of electronic plans (PDF) format and the Permit/Acceptance Test fee to:

City of Tomah  
Building Inspection Dept.  
819 Superior Ave.  
Tomah, WI 54660

Shane Rolff  
Building Inspector  
Office: 608-374-7429  
Cell: 608-343-9210

**Step 6:** Installation of fire sprinkler system may begin after issuance of permit. Verbal notification for starting installation by the Fire Department 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 Department prior to the performance of any inspection or test to the system. The following test will need Fire Department acceptance:

**Underground Pipe Test:** The underground water main supplying the fire sprinkler system shall be flushed and documentation made available to the Fire Department.

**Installation Inspection:** The installation of all sprinkler piping, heads and risers shall be inspected by a Fire Inspector before being covered. A 200-PSI Hydro test will be witnessed by a Fire Inspector.

**Final Acceptance Test:** All newly installed fire sprinkler systems or existing fire sprinkler system in which more than 20 fire 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.

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**Step 8:** The system will be “Live” at the completion of final testing.

## **Responsibilities of Fire Alarm System Owners after system acceptance:**

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 annual test. 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 period were the building may not be occupied.

The owner or occupant 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 four consecutive hours in a 24-hour period, the building shall be evacuated or an approved fire watch shall be provide as specified in the current printed version of NFPA 101 (Life Safety Code).

## **NOTE**

Contract shall provide the Fire Inspector a minimum of two 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 Tomah Fire Department at the time of final inspection.

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

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## Permit Application for Installation/Modification of a Fire Sprinkler Suppression System

**Contractor:**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

**Site Information:**

Occupant: \_\_\_\_\_

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

State Statute requires all required electrical work >100 volts be completed by a licensed electrician:

Electrical Contractor: \_\_\_\_\_

Wisconsin Credential #: \_\_\_\_\_

**Description of Work:**

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

**Permit/Acceptance Fee Submitted:** \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator/Building Inspector

\_\_\_\_\_  
Date

### Note

Contract shall provide the Fire Inspector a minimum of two 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 Tomah Fire Department at the time of the final inspection. If a re-inspection is required, the Contractor shall pay a fee of \$150.00, payable to the Tomah Fire Department, prior to the next inspection. Return this form with the appropriate fee and plans to the City of Tomah, Building Inspection Dept., 819 Superior Ave., Tomah, WI 54660.

