



FIRE DEPARTMENT

700 North Drew Street • Appleton, WI 54911-5000
(920) 832-5810 • Fax (920) 832-5830

"...meeting community needs...enhancing quality of life."

Fire Protection System Plan Review & Permit FAQs

Q. When is a permit required?

A. A permit is required for every modification to a fire protection system in the City of Appleton.

Q. How do I submit permit applications and payment?

A. Plans, specifications, and calculations can be emailed to derek.henson@appleton.org in .PDF format. Payment can be submitted as a check made payable to **City of Appleton** and mailed to:

Appleton Fire Department
Attn: Derek Henson
700 N. Drew St.
Appleton, WI 54911

Q. What formats are acceptable for submittal of a plan review?

A. PDF is the preferred method of plan review submission; however, .dwg or other CAD files can also be accepted. Please note that submitting drawings in anything other than .PDF will result in a delay in processing of the plans. Paper plans will need to be converted to an electronic format by the submitting party prior to submittal.

Q. When are state fees required to be added to a plan review application?

A. State plan review fees are only required to be added to the plan review application fee calculation for following types of occupancies: School K-12, Chapter 57 CBRF, detention facility, hotels, motels, and atriums located within any type of occupancy. Adding state fees when they are not required will delay the processing of your plans and a corrected payment will be required.

Q. What is the timeframe for having a plan reviewed and a permit issued?

A. The average time to review a plan and issue a permit is approximately two weeks (14 calendar days). Failure to submit all the required information or having to resubmit for code deficiencies will delay the plan review process.

Q. What should I do if my plans are denied?

A. Correct the deficiencies on the plans and resubmit. A \$250 resubmittal fee is required following denial of plans. If there are any questions on why the plans were denied, please contact Battalion Chief Derek Henson at derek.henson@appleton.org or 920-832-3934.

Sprinkler and Fire Alarm Systems

- Q. What is required if the installation/modification to a system is less than 20 devices or sprinklers?
- A. Scalable shop drawings showing the scope of work are required (.PDF format). The fee should be calculated based on the area being modified. If the modification includes the installation of flexible sprinkler drops where hard piping was previously used, calculations shall also be submitted for review.
- Q. What is required if the modification/installation is more than 20 devices or sprinklers?
- A. A full submittal is required. Scalable plans, spec sheets, and calculations are all required to be submitted via email in .PDF format. Plan review fees are based on the area being modified or the area impacted by the installation.
- Q. What are the inspection fees for acceptance testing?
- A. The first test/inspection is included in the price of the permit. If the first test/inspection results in a failure, the re-inspection fee is 25% of the plan review fee, with a minimum of \$250.
- Q. What testing is required for my project?
- A. Testing is required based on the applicable National Fire Protection Association (NFPA) standard. For instance, NFPA 13, the Standard for the Installation of Sprinkler Systems shall be followed for acceptance testing of sprinkler systems. Work concealed prior to testing may be required to be exposed for testing purposes.
- Q. What type of inspection is required for my project?
- A. A full inspection is required for all work completed. Work concealed prior to an inspection may be required to be exposed during the inspection.
- Q. Are there any special requirements for sprinkler or fire alarm systems?
- A. The City of Appleton requires a 5-psi safety factor for all hydraulically calculated sprinkler systems. Inside hose valves are also required for storage occupancies in accordance with NFPA 13. Unless specifically approved, special hazard system installation shall not allow the removal of sprinkler heads in a space. High temperature heads can be used in spaces protected by special hazard systems.
- Q. Can I use a fire engine for standpipe testing?
- A. The Appleton Fire Department does not allow the use of a fire engine for standpipe testing. A portable fire pump will need to be provided for the required testing. These can be rented from local contractor supply warehouses.
- Q. What if my building is over five stories high?
- A. A miscellaneous fee is required when buildings exceed five stories in height, with an additional fee for every five stories thereafter.

Special Hazard Systems

Q. What is required for a new special hazard system installation?

A. A full submittal is required, including scalable drawings, specification sheets, and calculations where applicable. Layouts should include the hazard to be protected.

Q. What is required if the system is being modified?

A. A full submittal is required anytime a system is modified. The submittal shall include scalable drawings, specs, and calculations. Drawings should include as much information as possible. For instance, kitchen hood drawings should include the appliance to be protected, the selected nozzle, and the allowable heights above the hazard for that nozzle.

Q. What is required for modifications to a kitchen cook line?

A. Kitchen hoods where appliances have been rearranged or replaced with different appliances shall have drawings submitted to the Fire Department for review and permit issuance. Replacement with similar appliances is acceptable without a permit.

Q. What is the fee for plan review for a special hazard system?

A. The fee for a special hazard system is \$50. If the special hazard system review is submitted with a fire alarm or sprinkler system review, the special hazard fee is included already and would not need to be added.

Q. What are the inspection fees for a special hazard system?

A. The first test/inspection is included in the plan review fee for the special hazard system. Should the initial test/inspection result in a failure, a re-inspection fee of \$50 is required.

Q. Does the Appleton Fire Department have any special requirements for special hazard systems?

A. The Appleton Fire Department does not have any special requirements for special hazard systems, beyond what is required by the adopted codes.

Q. What is required for testing of a special hazard system?

A. Special hazard systems are inspected and tested in accordance with their applicable NFPA standards. Kitchen hoods, for instance, will be tested in accordance with NFPA 17A, the Standard for Wet Chemical Extinguishing Systems. A representative of the Appleton Fire Department shall witness all testing of special hazard systems.

Q. Who can I reach out to for specific questions?

A. Please reach out to Battalion Chief Derek Henson at either derek.henson@appleton.org or 920-832-3934.