



La Crosse Fire Department

Division of Community Risk Management

FDinfo@cityoflacrosse.org - 608.789.7260



HOW TO APPLY FOR A COMMERCIAL KITCHEN SUPPRESSION SYSTEM PERMIT

Commercial cooking fire protection systems are required in accordance with the current regulations adopted by the State of Wisconsin Department of Commerce as found in the Wisconsin Administrative Code.

Have a qualified contractor design and prepare a fire protection system plan from your kitchen. A qualified contractor can determine if the fire protection system complies with the applicable NFPA 17A and NFPA 96 codes on fire protection systems for commercial kitchens. Contact the Fire Department with any questions during the planning process.

Plan Submittal

- Scope of work.
- All property information (ie. Business Name, Address, Installer Contact and Phone Number).
- Graphical Information (ie. Scale, Points of Compass, location within Building).
- Floor Plan.
- Show appliances under the hood and location of the protection nozzles (include information on type of appliance and its fuel supply).
- Location of fusible links and their respective temperature.
- Class "K" fire extinguisher location.
- Location of fuel supply shut-off (ie. gas valve and/or circuit breaker).
- Location of manual pull station.

STEP 1: Complete the required application.

STEP 2: Send or drop off the completed application, a hard copy of the plans, one set of electronic plans (PDF) format and Permit/Acceptance Test Fee of \$200.00 to:

City of La Crosse
Community Risk Management
1400 La Crosse Street
La Crosse, Wisconsin 54601

Applications must be received ten business days prior to the installation of a commercial kitchen fire protection system. Installation of systems shall be performed only by persons properly trained and qualified to install the specific system being provided. Copies of this information shall be provided upon request.



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STEP 3: The Fire Department shall witness a system trip testing prior to final acceptance. The installer of the commercial cooking fire protection system shall provide a minimum two business days' notice to the Fire Department prior to the performance of any inspection or test to the system.

STEP 4: Installation of the commercial kitchen fire protection 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 the commercial kitchen fire protection system prior to issuance of a permit or verbal authorization will result in **Double Fees**.

STEP 5: Remember that all commercial cooking fire protection systems shall be periodically inspected, tested and maintained in accordance with NFPA 1.

- Commercial Kitchen Fire Protection Systems must be inspected and serviced per the requirements found in NFPA 1 (Uniform Fire Code).
- Fusible links shall be replaced at least semi-annually or more frequently if necessary where required by the manufacturer. Fusible links must be tagged and show the date and installer initials.
- Exhaust systems must be cleaned by a properly qualified, trained and certified individual or company according to the table below:

NFPA 1, Table Schedule of Inspection for Grease Buildup

<u>Type or Volume of Cooking</u>	<u>Frequency</u>
Systems serving solid fuel cooking operations	Monthly
Systems serving high-volume cooking operations, such as 24-hour cooking, charbroiling, or wok cooking	Quarterly
Systems serving modem volume cooking operations	Semi-annually
Systems serving low-volume cooking operations, such as churches, day camps, seasonal businesses, or senior centers	Annually



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Application for Installation/Modification of a Commercial Kitchen Fire Protection System

Contractor:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Site Information:

Occupant: _____

Address: _____

PERMIT/ACCEPTANCE FEE: \$200.00

NOTE

The installer of the commercial cooking fire protection on system shall provide a minimum of two business days' notice to the Fire Department prior to the performance of any inspection on or test to the system. The final inspection on and testing shall be completed as outlined in NFPA 96. TRIP TESTING is required at the final inspection. If a re-inspection is required, the installer shall pay a fee of \$150.00, payable to the La Crosse Fire Department prior to the next inspection.

Return this form with the appropriate fee and plans to the City of La Crosse, Community Risk Management, 1400 La Crosse Street, La Crosse, WI 54601.