



# La Crosse Fire Department

Division of Community Risk Management

FDinfo@cityoflacrosse.org - 608.789.7260



## 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 on contractor's letterhead is required to be sent to the La Crosse Fire Department when and where this took place.

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: Have a sprinkler system designed and plans drawn by a certified contractor. Plans conditionally approved by the State of Wisconsin or a fire plan reviewer approved by the La Crosse Fire Department are accepted. New buildings over 50,000 cubic feet in area and remodels/alterations over 100,000 cubic feet in area **require State approval**. Buildings regulated by Health and Family Services (HFS) will **require State approval**. The La Crosse Fire Department will *conditionally approve* plans on the local level in addition to those **requiring State approval**. The La Crosse Fire Department has the right not to approve plans at the local level. Please provide the altered forms for the Chief's review.

All plans must include:

- Scope of work.
- All property information (ie. Business Name, Address, Installer Contact and Phone Number).
- Graphic Information (ie. 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 so as to discharge water to the 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 the front of the building or another location on the building acceptable to the La Crosse 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: Total number of sprinkler heads \_\_\_\_\_

STEP 5: Calculate the Permit/Acceptance Test Fee.

First 20 heads \$150.00 = \_\_\_\_\_

Each additional 50 heads or fraction thereof (rounded up) \_\_\_\_\_ X \$25.00 = \_\_\_\_\_

Acceptance test fee - First 20 heads \$125.00 = \_\_\_\_\_

For each additional 50 heads or fraction thereof (rounded up) \_\_\_\_\_ X \$50.00 = \_\_\_\_\_

Acceptance test fee-Fire Pump \$200.00 = \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_



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STEP 6: Send or drop off the completed application, 2 sets of hard copy Conditional Approval plans, 1 set of electronic plans (PDF) format and the Permit/Acceptance Test Fee to:

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

STEP 7: Installation of a 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 8: 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 systems 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.

STEP 9: The system will be "Live" at the completion of final testing.



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## **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 tests. 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 periods where 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 provided 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 La Crosse Fire Department at the time of final inspection. If a re-inspection is required, the Contractor shall pay a fee of \$150.00, payable to the La Crosse Fire Department, prior to the next inspection.**



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

Contractor:

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

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

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

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

Site Information:

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

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

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

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

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

**PERMIT/ACCEPTANCE FEE SUBMITTED** \_\_\_\_\_

### 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 La Crosse Fire Department at the time of final inspection. If a re-inspection is required, the Contractor 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, Wisconsin 54601