



## VILLAGE STAFF MEMORANDUM

TO: Jean Werbie-Harris, Community Development Director  
FROM: Craig Roepke, Chief Fire & Rescue  
CC: Peggy Herrick, Assistant Planner, Community Development  
SUBJECT: Fire Department Review of  
Permit/Trakit#:  
DATE:

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These are Comments/Reviews for the

The Fire and Rescue Department will be responsible for providing fire prevention inspections of this facility, twice annually. Based on the information and plans submitted, the Fire & Rescue Department have the following comments regarding the project:

**Distribution of Comments:** the person who obtains the building permit to all contractors and subcontractors affected by this document shall distribute copies of these comments. This document outlines critical times and deadlines. All recipients of this document must become familiar with the contents.

**AHJ:** The Authority Having Jurisdiction is the Village of Pleasant Prairie Fire & Rescue Department.

**Planned Unit Development:** Should this project fall under a zoning PUD agreement or other negotiated provisions by the Village of Pleasant Prairie, these comments and requirements may supersede and be more stringent than other State or building related rules or code sets.

**Verbal Discussion:** Any verbal discussions regarding variations to the comments within this document shall be confirmed in writing by both the AHJ and the responsible agent. Failure to secure written confirmation shall invalidate any verbal variance or discussion.

**Conflicts:** In the event a conflict in code(s) is identified, or a conflict with the insurance carrier criteria occurs, the more stringent shall apply. In the event this conflicts with any codes adopted by the State of Wisconsin, the owner must petition the State directly for a variance. The Owner must demonstrate that they will provide materials or design equivalent to the code or that they will exceed the code when petitioning the State of Wisconsin and/or the Village of Pleasant Prairie where applicable.

**Fire Safety System Plans:** such as fire sprinkler and fire alarm plans, will need to be submitted to the State of Wisconsin Department of Safety and Professional Services and also to this AHJ for review. No installation of any fire protection or system is allowed until a satisfactory review is obtained from both departments.

**FIRE ALARM AND SPRINKLER PLANS ARE A SEPARATE SUBMITTAL TO THE FIRE DEPARTMENT.  
FIRE PROTECTION SUBMITTALS SHALL BE BROKEN INTO AN UNDERGROUND SUBMITTAL AND AN ABOVE  
GROUND SUBMITTAL. THESE SUBMITTALS MAY BE SUBMITTED SIMULTANEOUSLY AS ONE PACKET.**

**Pre-Construction Meeting:** A pre-construction meeting may take place with the general contractor, the fire protection contractor, the Fire and Rescue Department, Village staff, and any other sub-contractor prior to the

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start of any project construction.

1. **Contact Information:** For questions on the information and comments included within this document please use the following information:

Pleasant Prairie Fire & Rescue Department  
8044-88<sup>th</sup> Avenue  
Pleasant Prairie, WI 53158  
262.694.8027  
[firerescue@pleasantprairiewi.gov](mailto:firerescue@pleasantprairiewi.gov)  
Attn: Laurie Waldenstrom

Website: [https://pleasantprairiewi.gov/departments/fire\\_rescue](https://pleasantprairiewi.gov/departments/fire_rescue)

2. **Site Access:**

- a. Access shall be provided around the perimeter of the site for Fire Department apparatus, and must comply with the State of Wisconsin and the International Building Code, 2015 edition.
- b. All entrances from public streets, as well as road and driveways around the proposed building shall be a minimum of 30 feet wide.
- c. All roadways and fire lanes shall be unobstructed and not used any part as a parking area for automobiles, semi-trucks or trailers. Fire lanes shall comprise of a hard and maintainable surface throughout all seasons.
- d. All exterior exit pathways as well as access to the Fire Pump or riser room shall have a hard surface, leading to a hard surface. This includes all exit doors from the facility. These pathways shall be maintained and accessible at all times.
- e. An exterior personnel door shall be located in close proximity to each fire sprinkler riser.

3. **Gates / Barriers:**

- a. Any gates or barriers that are employed or installed on a private roadway or access shall have a minimum width clearance of sixteen (16) feet. Builder/developer to identify any other gate widths and obtain written AHJ variance approval.
- b. Gates or barriers that are locked must have the ability for the AHJ to remove, unlock or disable either manually or automatically the securing mechanism to open or raise the gate or barrier. Builder/developer to identify methodology of such mechanisms.
- c. Any barrier or gate that raises vertically at a pivot point to allow for passage must provide for at least 90 degrees of clearance from the ground to the bottom of the gate or barrier.
- d. Gates or barriers that raise vertically shall have a minimum vertical clearance of 13'6".
- e. There shall be a manufacture endorsed mechanism or process to secure the gate or barrier in the open position without utilizing personnel or ad-hoc methods to maintain an open condition.
- f. There shall be Knox padlocks, Knox key switches, or other AHJ approved devices on all gates on site. The Fire & Rescue Department will review the proper placement and operation of the Knox system locks & Boxes.
- g. The gate or barrier access on premise shall be readily identifiable and in contrast to fencing by the AHJ.
- h. Based on the project details main access or emergency gates may require a "Click-to-Enter" system see website [click2enter.net](http://click2enter.net)

4. **Combination Water Sizing Confirmation:** The owner shall provide a letter from the sprinkler designer affirming that the combination water main is sized appropriately for both domestic use and fire sprinkler protection demand. This will typically include the designer's license stamp on the document.
5. **Compliance:** A letter shall be submitted to the Fire & Rescue Department prior to receiving a building permit, stating that the project will comply with all requirements addressed within this document. This document shall be received

prior to holding any pre-construction meeting.

6. **Required Licenses:** A Wisconsin licensed fire protection contractor and/or sprinkler fitter must install any and all dedicated fire protection underground fire mains and aboveground fire protection as defined in WI SPS 305 subchapter V
7. **Insurance Carrier:** The Owner of this project shall submit to the insurance carrier for review the plans for both underground water distribution and fire protection prior to construction. The Fire & Rescue Department shall receive a copy of the comments when plans are submitted for review.
8. **Review and Comments:** the Fire Department will review and comment on the following areas outlined below.

A. Site and Operational Permits

1. Site accessibility (Plans provided do not specific clearances or distances)
2. Fire Pump Location
3. Pumper Pad
4. Fire hydrant spacing

B. Conditional Use and Operational

1. Standpipe outlet locations
2. Fire alarm pull stations
3. Emergency and Exit Lighting
4. Fire extinguishers

9. **Plan Review, Permits and Fees**

- a. The plans for the fire protection underground, aboveground, fire alarm system, and/or special suppression systems shall be submitted to the AHJ for review;
- b. It is common and typically recommended that the protection underground and aboveground (Sprinklers) are split into separate reviews in the interest of time and construction.
- c. The Village will use an independent fire safety consultant for review of all fire protection plans submitted.
  - i. Standard review periods are 21 business days
  - ii. Expedited reviews at 10 business days are available for an extra cost.
  - iii. Plan review times begin the day after the plans are received by the contract reviewer.
- d. Contacting the third-party reviewer directly for submission is not allowed. Subsequent design questions and clarification dialogue is permissible.
- e. An approved & stamped AHJ review must be completed before any permits will be issued and before construction may begin.
- f. A submittal is not considered permitted or an approved plan.
- g. Acquiring WI State approved plans is not an alternative to bypass the AHJ permitting process.
- h. A Building Department Low voltage permit must also be secured by the fire alarm installer.
- i. Applications & assistance can be found at <https://www.pleasantprairiewi.gov>

10. **Permit fees & Submittals:** Submittals and reviews are required for other less common fire suppression systems as outlined below. Permit/submittal fees must be paid at time of submission for review. Work cannot begin until all permits have been issued AND have received AHJ stamped approval. A typical review turnaround is four weeks

The following fees and permits are received directly to the Fire & Rescue Department.

- a. Fire Protection Plans for Underground and Aboveground
- b. Fire Alarm System Plans
- c. Kitchen (Ansul™ or similar) Hood Systems Plans
- d. Clean Agent systems such as HFC-125 agents or similar

*NOTE: Permits are required from the Fire & Rescue Department for the installation of water main in addition to any*

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*permits required by other Village of Pleasant Prairie Departments.*

**11. Occupancy:**

- a. All fire and life safety requirements must be in place and operational prior to any building being occupied.
- b. No occupancy inspections shall be scheduled until all life-safety systems are complete.
- c. Key life safety systems include: Fire sprinkler system, Fire alarm system, Fire extinguishers, Emergency Lighting, and any additional requirements determined by both the Fire Department and/or the Village Building inspection department.
- d. AEDs as required are in place.
- e. Building access keys and related interior access methods must be in place.

**12. Hazardous Occupancies:** Should there be identified hazard occupancies with this project, the Fire & Rescue Department will need more than the typical four week time period to review potential Hazardous Occupancies. The owner must contact the Fire & Rescue Department as soon as possible to begin the review process.

**13. Exterior Doors:** All outside doors must have access to the interior. Such as a lock and handle provided at each door.

**14. AED:** The owner may be required to acquire and install one or more public access Automatic External Defibrillator (AED) onsite for employee and public use in the event of a sudden cardiac arrest. It is suggested that during the construction phase that a location(s) be identified so that options for recessed cabinets may be determined.

**15. Storage:** Maximum height, width and aisle ways and egress pathways must be maintained and will be enforced. The same concerns apply to the storage of quantities of combustibles (plastics and cardboard) and other storage of flammable liquids or chemicals must also be properly identified, placarded and stored.

**16. Severe Weather Shelter:** The architect shall identify the area within the building that can be used as a "severe weather shelter" or "safe haven" during severe weather such as a tornado. That area will be identified with signage.

**17. Door Numbering:** Each exterior door shall be sequentially numbered.

- a. Shall consist of a 4" reflective number in a color that is contrasting to the door color.
- b. Numbering shall be in an increasing sequence and located in the upper right-hand portion of the door.
- c. The starting numbering point shall be determined in the field and approved by the AHJ.
- d. Door numbering shall also be identified in some manner on the interior.

**18. Door numbering – Internal:** in multi-unit dwelling buildings a numbering scheme shall be devised so that locations of a room are intuitively expected. Each room shall have a unique number assignment.

**19. On Premise Secure Key System:**

- a. Knox Company Rapid Entry System, "Knox Boxes" shall be provided for the building. The Knox Boxes shall be Model 4400.
- b. Knox Boxes are ordered through the AHJ.
- c. **Recessed mounted key boxes;** Wherever possible recessed key boxes should be utilized
- d. Two sets of all keys (Master, fire alarm pull station, annunciator, elevator, etc.) shall be placed within the box. This includes key cards, FOBs or other electronic media used to access both interior and exterior doors.
- e. Details on installation location can be found on the Village website or requested through the contact within this document.
- f. If this is an existing facility, the Knox Boxes should be adjusted to meet the current height installation requirement.

20. **Fire Extinguishers:** Shall meet NFPA 10 (Portable Fire Extinguishers) for the specific use of the building and be in sufficient number. Final approval, of fire extinguisher locations and quantity, will not be given until occupancy is taken, to see how a tenant furnishes the space. The company providing the fire extinguishers shall submit a letter to the Fire and Rescue Department stating the locations and size of the extinguishers are in compliance with NFPA 10.
21. **Emergency and Exit Lighting:** Exit and Emergency Lighting shall be provided and shall have battery backup. Combination units are acceptable and recommended. An emergency generator and transfer switch designed for such uses eliminates the need for EM lighting battery backup. These circuits shall be clearly labeled as applicable.
22. **Sprinkler System:**
- a. The building shall be equipped with an “automatic fire sprinkler system”. The systems shall be designed and constructed to the current relevant edition of *NFPA 13x, Automatic Fire Sprinklers and the Village of Pleasant Prairie Ordinance 180-16, Automatic Fire Sprinklers*. Confirm NFPA edition with the Fire Department prior to system design.
  - b. Fire Risers shall be durably labeled with the system and/or riser identification. NFPA 13 [2016]25.5
  - c. Outside/exterior Riser Control Valves: Where installed, outside control valves shall be durably labeled with the associated system or riser that it controls. Any outside valves such as PIVs or OS&Y valves shall be locked with chain and/or commercially breakable locks.
  - d. Hydrant flow test values for sprinkler design purposes shall be no older than one year from the above ground (sprinkler) fire submittal date.
  - e. If exterior building riser valves are in place in raised loading dock areas, they shall be accessible by dock platform stairs so that valves can be accessed and operated in a safe manner.
  - f. An “as-is” drawing of the fire sprinkler system shall be provided and posted in the riser or pump room of the building. The size of the drawing shall be at least 22”x34” (ANSI D) in size and no larger than 34”x44” (ANSI E). In multi-floor projects, each floor shall be a separate page. The maps shall either be mounted on a wall within the pump/riser room or reliably hung and removable from the wall. Maps shall be laminated. An electronic copy shall also be provided to the AHJ in PDF format.

23. **The following information as applicable, must be submitted with the sprinkler plans for review:**

Building height	Number of stories/floors	Mezzanines	Elevators
Hazard class	Commodity Class	Exterior storage	Fire protection

24. **Fire Hydrants:** Fire hydrants shall meet the Village of Pleasant Prairie hydrant specification. Fire hydrants shall be spaced no more than 350 feet apart around the perimeter of the building, per Village Ordinance §180-16. The distance from the finished grade line to the lowest discharge shall be no less than 18 inches and no more than 23 inches.
25. **Fire Protection Loop:** As applicable for building type or unless otherwise approved in writing by the AHJ, a fire protection (hydrant) loop shall be required as part of the overall fire protection systems as outlined in §180-16(K)(5).
26. **Fire Hydrant Acceptance:** This project will include the installation of water mains for domestic and fire protection use. Prior to the fire sprinkler system connection to any new water mains (including water mains, fire hydrants, laterals leading to the building and risers) must be hydrostatically tested flushed according to National Fire Protection Association (NFPA) code standard 24 and witnessed by the Fire Chief or designee.
27. **Fire Hydrant Colors:** The following hydrant color scheme shall be adopted;
- a. Any non-pressurized private hydrant shall be painted solid Blue. (Sherman Williams Blue Chip (SW6959)(Mueller Caution Blue F63RXL9667) in color, both barrel and caps. These fire hydrants are

- owned by the property owner and will be maintained by the owner. This would include at minimum the FDC pumper pad hydrant.
- b. Yard fire hydrants are located on a fire loop fed by a fire pump and shall be painted a solid yellow color, both barrel and caps. These fire hydrants are owned by the property owner and will be maintained by the owner. Existing hydrants to re-paint using Mueller Yellow (Sherwin-Williams Safety Yellow SW4084). New factory Hydrants using Mueller Yellow (Sherwin-Williams Polane F63YL14).
  - c. Municipal fire hydrants located in the easement property, road right-of-way, shall be solid red in color, both barrel and caps. These fire hydrants are the owned by the Village of Pleasant Prairie and will be maintained by Pleasant Prairie Public Works. Paint color Mueller Red Sherwin Williams Polane F63RL15
  - d. Hydrants with Storz connections; do not paint the Storz portion of the hydrant.
  - e. Existing building with remodel or expansion projects shall re-paint all on premise hydrants to the current color scheme standard.

**28. Fire hydrant / water main flushing:** Flushing is an essential part of assuring public safety and that no foreign objects remain in the fire protection water system.. The General Contractor is to coordinate the flushing of all new water mains, fire hydrants, laterals leading to the building and risers with both the sub-contractors responsible, the Village of Pleasant Prairie Engineering Department, Fire & Rescue Department and the Water Utility Department, prior to seeking a "clean water sample" on this site.

**29. Pumper Pad:**

- a. A municipally fed fire hydrant and fire department connection (FDC) combination is defined to be a "pumper pad".
- b. See Fire hydrant Color scheme for FDC hydrant.
- c. The FDC shall comprise of a 30 degree angled 5" Storz connection unless otherwise approved by the fire department in writing.
- d. Both the hydrant and FDC shall between 18" and 23" above finished grade as a pair.
- e. There shall be dedicated space for a fire engine to have unobstructed access to the pumper pad.
- f. Wall mounted FDCs may be an option dependent on project details. AHJ written approval required.
- g. Both the Fire Department Sprinkler connection and the fire hydrant shall be installed remote from the building and located a minimum distance from the building equal to the highest wall. Any variances shall be approved by the AHJ in writing.
- h. The pumper pad shall be free of vegetation, plant, shrubs, or other obstructions at least 5 feet on each side.
- i. The fire hydrant shall be located no more than five (5) feet from the roadway and the Fire Department sprinkler connection shall be placed no more than five (5) feet from the fire hydrant.
- j. The Fire Department connection shall be constructed along with an underground drain with access for inspection. In cases where there is an accessible basement, the FDC drip/valve assembly may be located inside the basement. Should this situation present itself, written AHJ approval shall be required to utilize this arrangement.
- k. The area around the pumper pad shall be comprised of a hard surface such as asphalt or concrete.
- l. The pumper pad area shall have some form of posted signage and/or painted pavement designation indicating no parking or obstructions in that area.
- m. Refer to the Village specification drawing for the pumper pad design.

**30. Bollards:**

- a. Shall be placed near fire hydrants, remote post indicator valves (PIV) and Fire Department connection(s) that are subject to damage.

- b. Bollards shall be six (6) inches in diameter. Bollards shall not obstruct charged fire hoses.
- c. It is recommended that the Fire Department approve the location of the bollard(s) before final placement is made.

**31. Hydrant Identification and Truck/vehicle parking:** In locations that maintain semi-trailer or related parking where the trailer/vehicle may hide or inhibit access to a hydrant, shall be visibly marked and maintained prohibiting using that space. See Fire Dept. Project Supplement documentation for detailed diagram.

**32. Standpipes:**

- a. Where required, standpipes/hose valves shall be wet and placed adjacent to all exterior exit doors, same side as the door handle/knob. Village Ordinance 180.16 (I).
- b. The building protection system shall be equipped with standpipes that shall consist of 2-½ inch NST valve, capable of delivering 250 GPM, at 75 PSI measured at the standpipe valve.
- c. No 1-1/2" cap reductions are required.
- d. Other standpipe configurations may be permissible with written AHJ approval.

**33. Pump Room / Riser Room Door:**

- a. The exterior door that accesses either the fire pump or riser room shall be labeled in the following manner outlined below
  - i. At the center upper 1/3 of the door, utilizing 4" reflective RED or WHITE block lettering contrasting to the door color, with the following title.
  - ii. "FIRE PUMP ROOM" or "FIRE RISER ROOM", respective for the type of existing room.
- b. This door shall have a Knox-Box installed adjacent to the door. The specific location heights and details are documented in the "Fire Department – Appendix A" attachment.

**34. MSDS / SDS Station:**

- a. Within the pump or riser room locate a (SDS) Safety Data Sheet Station in a conspicuous and accessible location. The station shall be labelled so to be readily identified.
- b. Products used for maintenance, production or stored within the facility shall have their SDS information located at this SDS station.
- c. The SDS information shall be organized in such manner that access to product information is intuitive.
- d. The contents of the SDS station shall be updated and/or reviewed at least annually by the building owner or active tenant. A dated record log shall be kept with the SDS station indicating such review.
- e. Other SDS station options per AHJ approval.

**35. Strobe Light:**

- a. All strobe lights required below shall meet Village specifications as found in section 180-16(m) of the Sprinkler Ordinance. The lens color shall be RED.
- b. A strobe light and 10" dome bell shall be provided, visible from the pumper pad to indicate a waterflow alarm condition.
- c. If the building has a fire pump, an additional strobe light shall be required and installed adjacent to the waterflow alarm and activated when the fire pump is running.
- d. Both notification devices above (b & c) shall be labeled appropriately as "WATERFLOW" and "PUMP RUN" below the respective devices. In instances where only one strobe is required, no signage is required. There may be situations where signage may be waived.
- e. A strobe light shall be provided and installed vertically at each riser location on the exterior of the building. No bell or signage is required. In instances where two or more risers are located at one location, only one exterior strobe is required. The strobe shall activate on any one riser waterflow.

- f. The heights of all strobe lights shall be sufficient to be seen above standard semi-trailer heights or other obstructions.
  - g. Specific locations and layout typically are discussed with the AHJ and it is understood that various building finishes may impact exact locations.
  - h. A separate "Appendix A" document is available to provide visual detail supporting the above requirements.
36. **Fire Alarm System:** There shall be a full function remote annunciator installed. Utilizing a fire pull station, sprinkler water flow, or any other fire detection device that maybe installed in this building shall activate the internal fire alarm system. The systems shall be designed and constructed to the NFPA 72 codeset. Confirm NFPA edition with the Fire Department prior to system design.
- a. **Definitions:** For the purposes of this document; an **Alarm** condition requires primary notification to the AHJ dispatch center. A **Supervisory** condition does not notify the AHJ dispatch center.
  - b. **Installation:** Installation of the Fire Alarm System shall be in accordance with NFPA 70 – The National Electrical Code and applicable local building codes and practices. A Village Low-voltage permit is also required.
  - c. **Manual Fire Alarm Pull Stations:** Shall be located at a minimum, immediately adjacent to each exterior door. Any additional exterior doors will be required to meet this requirement. The pull station shall not be placed in the area of the door, but immediately adjacent to the door jamb.
  - d. **Pull Stations and Audiovisual Alarms:** Shall be installed per ADA requirements.
  - e. **Smoke and Heat Detection:** Shall be installed as required.
  - f. **Tamper Switches:** Tamper switches shall be placed on all sprinkler valves and be identified on the annunciator panel generating a supervisory notification.
  - g. **PIV & Exterior Valves:** Shall be monitored by the Fire Alarm system. Exterior wall mounted riser valves shall be durably labeled with the system that it controls. Labels/placards shall be affixed to the wall directly above the valve control.
  - h. **Strobe & Bell:** Strobe light and Bell devices shall be identified and documented on the submitted Fire Alarm plan submittal. It is understood that typically this work is completed by the electrical contractor and not part of the alarm plan per say.
  - i. **Duct Detectors:** Duct detectors shall be programmed as a Supervisory condition, not as an alarm condition unless pre-approved by the AHJ.
  - j. **Fire Pump Run:** A fire pump run condition shall be treated as an alarm condition.
  - k. **Fire Alarm Plans Location:** There shall be a designated location for a set of as-built fire alarm plans near the FACP per NFPA 72.
  - l. **FACP Nomenclature:** Confirmation of nomenclature shall be discussed between the Fire Department and the fire alarm program technician prior to any inspections. Nomenclature programming download or document (xlsx/csv) to be provided to the AHJ no less than 72 hours prior to any scheduled inspections.
  - m. **Initiating Devices Labeling:** All initiating devices e.g.: pull stations, smoke detectors, tampers, etc shall be labeled with the FA device number that matches the system nomenclature programmed. The font/letters shall be at least 14pt and of such size that they are visible based on accessibility to the device. (e.g.: ceiling initiating devices may require a larger font size)
  - n. **Annunciator Panel: Shall be addressable.** The annunciator panel type shall be approved by the AHJ. The panel shall identify a fire sprinkler water flow by riser, and the specific locations of the fire alarm pull stations and any other fire detection devices that may be installed in this building.
  - o. **Transmission of Fire Alarms.** The method of transmission to central station shall be documented within the submittal and approved by the AHJ. (e.g. RF Radio/Mesh network, cellular, VOIP, MFVN, or other approved technologies allowed by code.)



- p. **FACP Main Panel:** There will be one main fire alarm panel within a building. The system will not be split into two or multiple fire alarm panels interconnected together. (Example: West wing is one panel, East wing is a different panel)
- q. **FACP Location:** The main fire alarm panel shall be located in the fire pump or riser room. Any other location shall be identified in advance and in writing. The AHJ shall review and any deviation must be conveyed in writing by the AHJ prior to any submitted plans or construction.
- r. **Fire Alarm Map:** An “as-is” drawing of the fire alarm system shall be provided and posted in the riser or pump room of the building. The drawing shall have at minimum, the initiating device numbers, locations, and door numbering scheme on the posted drawing. The size of the drawing shall be at least 22”x34” (ANSI D) in size and no larger than 34”x44” (ANSI E). In multi-floor projects, each floor shall be a separate page. The maps shall either be mounted on a wall within the pump/riser room or reliably hung and removable off the wall. Maps shall be laminated. An electronic copy shall also be provided to the AHJ in PDF format.
- s. **Central Station:** The Fire Alarm Control Panel shall transmit all fire alarm, tamper, trouble and supervisory signals to a central station that is certified by Underwriters Laboratories (UL) and/or Factory Mutual (FM) and approved by the Fire & Rescue Department. The owner shall provide such documentation for approval.

Fire:	Pleasant Prairie Fire & Rescue
Medical:	Pleasant Prairie Fire & Rescue
<u>Phone numbers</u>	
<b>Emergency:</b>	<b>(262) 694-1402</b>
Non-emergency:	(262) 694-7105
Business:	(262) 694-8027

37. **All Hazards Notification System:** Should the owner or tenant plan on the installation of an in-building all hazards notification system (fire, weather, active threat, etc), the fire department shall be made aware and the system shall meet all NFPA 72 requirements.
38. **Final Inspection:** The General Contractor shall be responsible to provide or confirm from the MEPs that the following system related documents have been delivered to the AHJ throughout the project and before a final occupancy scheduled:
- a. **100% Completion Letters** – Shall be delivered on company letterhead and stamped as applicable. Letters shall include at minimum, the project name, address, and scope of work description, along with an authorized signatory of the organization.
    - a. The fire protection contractor shall provide the AHJ with a letter (upon completion of the sprinkler work) stating the sprinkler and protection systems, or portion thereof, are “100% operational and built according to the AHJ stamped plan design”, Village Ordinance, 180-16 N if modifications are made to the system, as-built plans shall be provided.
    - b. The fire alarm contractor shall also provide the AHJ with a letter (upon completion of the fire alarm work) stating the fire alarm system, or portion thereof, is “100% operational and built according to the approved AHJ stamped design” if modifications are made to the system, as-built plans shall be provided.
  - b. Contract copy with fire alarm central monitoring station.
  - c. UL and/or FM certificate(s) for the contracted fire alarm central monitoring station.
  - d. Fire protection underground flushing documents.
  - e. Underground and fire sprinkler (Wet & Dry) hydrostatic test certificates.
  - f. Clean Agent System documentation as applicable.
  - g. Copies of the fire sprinkler operational test certificates.
  - h. Copies of the fire alarm test documents. – Record of Completion

- i. Copies of other related system documents such as, hood/duct, smoke, etc...
- j. The Pleasant Prairie Fire and Rescue Department shall have all information needed for our pre-fire plan prior to occupancy.
- k. Provide in an electronic PDF format, floor plans and fire protection (Sprinkler/Fire Alarm) plans for the building in an as-built condition.
- l. System drawings of the fire alarm and fire sprinkler system shall be placed in the fire pump or riser room, near the fire alarm control panel as outlined in their respective system comments (above). An electronic copy of each system shall be provided.
- m. AED is in place as required at such time that the occupancy inspection is conducted.
- n. A copy of the Emergency Plan must be submitted to the Fire & Rescue Department before occupancy.

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EXAMPLE