



E-PLAN EXAM

Fire Alarm & Sprinkler Plan Review Checklist

The following checklist details all information required by state statutes and local ordinances such that a Fire Alarm or Fire Sprinkler plan review application can be considered and processed for review. Applications will not be accepted and forwarded for review unless submitted in complete form. Once applicants have submitted and have had their plans approved, permits may then be issued by the building inspection department.

State of Wisconsin Administrative Code Reference

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|--------------------------|--|---------------|
| <input type="checkbox"/> | Signed and Completed Application for Plan Review | SPS 361.31(3) |
| | <ul style="list-style-type: none">• State of Wisconsin SBD-118 form | |
| | <p style="text-align: center;"><u>Or</u></p> | |
| | <ul style="list-style-type: none">• E-Plan Exam Plan Review Application Form | |
| <input type="checkbox"/> | Construction Documents, Dimensioned and Drawn to Scale ^{a,b} | SPS 361.31(1) |
| | <ul style="list-style-type: none">• At least four (4) complete sets of construction documents shall be submitted to the municipality for review | |
| | <p style="text-align: center;"><u>Or</u></p> | |
| | <ul style="list-style-type: none">• A minimum of 1 complete set must be provided for review provided it is accompanied by 3 copies of the cover sheet for the complete set shall be submitted to the municipality for review | |
| <input type="checkbox"/> | Calculations, specifications, product data sheets, Structural calculations and/or any other information to indicate compliance with applicable codes | SPS 361.31(2) |
| <input type="checkbox"/> | Plan Review Fees per the Municipal Fee Schedule | |

Footnotes

a) Construction plans shall bear the seal of a Registered Architect, Professional Engineer, or Designer of Fire Protection Systems in accordance with chapter 443 of Wisconsin State Statutes and A-E 2.02.

For Sprinkler construction documents, construction plans shall comply with one of the following:

- i. Be signed and sealed in accordance with A-E 2.02 by an architect, engineer or fire protection systems designer who is registered by the Department of Safety and Professional Services
- ii. Be signed, including license number, and dated by an automatic fire sprinkler contractor who is responsible for the installation of the sprinklers and who is licensed by the Department of Safety and Professional Services.

b) Drawings must include the following information:

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|--------------------------------------|-------------------|
| i. Scale at which plans are drawn at | iv. Wall Sections |
| ii. Floor Plans | v. Details |
| iii. Elevations | vi. Site Plan |

Additionally, Drawings must have at a minimum the following on plan:

Floorplans for each floor:

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| i. Architectural Information: | |
| o Size and location of all rooms and openings in walls | o Proposed Building Materials |
| o Proposed use of each room | o Applicable Construction details |
| | o Details of concealed Spaces |
| ii. Structural Information: | |
| o Size and location of all structural features as appropriate where obstructions occur | o details structural support |
| o Location, method, and construction | o Framing plans overlay where applicable |
| | o Structural loading diagrams |
| iii. Sprinkler Information | |
| o Plans showing type of System used and coverage indicated | o Hydraulic calculations with all supporting documentation and worksheets |
| o Dimensions for piping, spacing, branch line spacing, and elevation changes | o Sprinkler head specification |
| iv. Fire Alarm Information | |
| o Location of all initiating devices and detectors including type, | o Circuit and voltage drop calculations |
| o Wiring diagram for all devices | o Primary and secondary power / communications |
| o Location on plan of all signaling devices including types and wiring | |
| o Riser diagrams showing number and type of device on each circuit | |