



Checklist for Fire Suppression and Fire Alarm Plan Review Summary Sheet

Section 1. Scheduling of fire suppression and fire alarm plans requires use of the electronic online application found at: https://apps1.dsps.wi.gov/SB_PlanReviewAutoScheduling/Bldg/TaskList?ptid=0&action=new. **Paper plan submittals are no longer accepted by the Department.**

For **stand-alone** Fire Suppression or Fire Alarm plan reviews, complete application for review form ([SBD-118 Form](#)) and e-mail it, along with your registered SharePoint username to DSPPSSBPlanSchedule@Wisconsin.gov.

This form is to be included as a summary sheet for fire suppression and fire alarm plan submittals

Date of Application:	Plan Transaction ID #:
Check all that are applicable: Plan Type: <input type="checkbox"/> New <input type="checkbox"/> Addition/Alteration <input type="checkbox"/> Alteration <input type="checkbox"/> Revision to Previously Approved plan <input type="checkbox"/> Extension to an approved plan <input type="checkbox"/> Follow-up of a denial within 8 months	Complete set of plans are required with submitted applications.
Requesting plan review for: (Please check the requested building reviews below)	

- Fire Suppression Review
 Fire Alarm / Detection Review
 Underground Private Fire Service Main Review

Section 2. PLAN SUBMITTAL REQUIREMENTS.

PLAN SUBMITTAL SHALL INCLUDE THE FOLLOWING IN ACCORD WITH CODE SECTION SPS 361.31.

A complete set of fire suppression or fire alarm plans and supporting documents. Incomplete submittals will be rejected. **Please check the boxes below to ensure your plan submittal is complete.** Plans shall be legible and to scale. Plans are required to be submitted in accordance with the submitter instructions requirements. For more information, refer to the [Fire Suppression](#) or the [Fire Alarm](#) plan submittal guidelines.

FIRE SUPPRESSION PLANS

1. Copy of signed application SBD-118 form.
2. Properly signed/sealed Title Sheet including plan Index.
3. Complete fire suppression plans.
4. Hydraulic calculations. Include if applicable.
5. Material product data sheets.
6. High-piled combustible storage [SPS 362.0202(1)] or High-hazard Group H occupancies [IBC 307], detailed information shall be provided to clearly depict the parameters used for establishing the design criteria. Our agency offers a worksheet here: [Fire Suppression Storage & High Hazard Worksheet](#) to assist in preparing your submittal. Include if applicable.
7. Summary sheet (this form).

FIRE ALARM / DETECTION PLANS

1. Copy of signed application SBD-118 form.
2. Properly signed/sealed Title Sheet including plan Index.
3. Complete fire alarm plans.
4. Battery calculations.
5. Voltage-drop calculations for each notification appliance circuit.
6. Material product data sheets.
7. A detailed, project-specific 'Sequence of Operation' Narrative or Matrix which clearly identifies all functions of the fire alarm system, including the transmission of alarm, supervisory and trouble signals to an approved supervising station. Include the communication method of signals sent from the fire alarm system to the supervising station.
8. Summary sheet (this form).

UNDERGROUND PRIVATE FIRE SERVICE MAIN PLANS

1. Copy of signed application SBD-118 form.
2. Properly signed/sealed Title Sheet including plan Index.
3. Complete underground fire service main plans.
4. Thrust block calculations. Include if applicable.
5. Material product data sheets.
6. Summary sheet (this form).

Submitter acknowledges that the submittal is complete.
 Submitter acknowledges that any additional information requested to complete review will be received by the Department within fifteen (15) business days or the plan is subject to denial.

Submitter's Signature:

Date: