



State of Wisconsin

DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

PLAN REVIEW FOR FIRE ALARM SYSTEMS

Fire alarm plans required to be submitted:

In accordance with SPS 361.30, the State of Wisconsin has adopted the component review of all Fire Protection Systems for buildings that require plan submittal effective January 1, 2012. Exceptions to required review will only be as follows:

- Projects involving the alteration or addition of 20 or fewer devices to an existing fire alarm system do not need to be submitted. A “device” includes both detection devices and notification appliances. This includes, but is not limited to, all the following: fire alarm control panels, power supply panels, annunciators, horns, strobes, combination horn / strobes, speakers, combination speaker /strobes, smoke detectors, heat detectors, pull stations, and door holders. Relay modules or monitoring modules are not considered alarm devices.
- For the purpose of plan review requirements, detection or monitoring systems which are not connected to the building fire alarm system (e.g., smoke detection in an unoccupied storage facility with off-site monitoring, sprinkler system monitoring or elevator recall operations in a building without a fire alarm system), are not required to be submitted for review.
- Projects where only single- and multiple-station smoke alarms are required.
- Hospitals and nursing homes (reviewed by DHS). **Effective January 1, 2016, CBRF and Hospice buildings will also be under the jurisdiction of and reviewed by DHS.**

Please note that the trigger date for fire protection system plan review is based on the date of the original building plan submittal. The submittal of a stand-alone fire alarm system installation or alteration will be based on the permit date.

Fire alarm plans shall be submitted to:

Green Bay Industry Services	Madison Industry Services	Waukesha Industry Services
2331 San Luis Place Green Bay, WI 54304-5211 Phone (920) 492-5601 Fax (920) 492-5604	4822 Madison Yards Way Madison, WI 53705 Phone (608) 266-2112 Fax (608) 283-7404	141 NW Barstow Street Waukesha, WI 53188-3789 Phone (262) 548-8600 Fax (262) 548-8614

City of Milwaukee –

*Fire alarm plans for buildings or structures (other than State-owned) constructed within the limits of Milwaukee **shall** be submitted to the City of Milwaukee for review, in lieu of the Department of Safety and Professional Services.*

Please see the [list of delegated municipalities](#) for additional information.

What to Submit:

- Four (4) sets of properly signed/sealed fire alarm plans.
 - *In an effort to limit handling and mailing costs, the submitter may opt to submit one (1) complete set of plans and three (3) index sheets. The plan set will be retained. A copy of the approval letter will be attached to the index sheets and returned. It shall then be the responsibility of the submitter to properly attach the approval and index page to plans matching the copy on file with the Department.*
 - *A maximum of five (5) plan sets may be submitted. Additional plan sets (in excess of 5) will incur a \$25/set fee.*
- One (1) set of battery calculations.
- One (1) set of voltage-drop calculations for each notification circuit.
- One (1) copy of applicable material data sheets.
- A detailed, project-specific ‘Sequence of Operation’ 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.
- A completed SBD-118 application form.
 - *The application must identify the Transaction ID No. related to the parent building review approval. Fire alarm submittals for new construction, building additions or building alterations cannot be reviewed prior to building plan approval.*
 - *The original supervising professional’s signature for the building project is applicable to fire alarm submittals and a separate signature is not required unless the supervising professional does not accept responsibility for the fire alarm system. Stand-alone fire alarm system submittals require a supervising professional signature. A supervising professional is defined as a registered architect, professional engineer or designer of engineering systems.*
- Plan review fee.

Electronic Plan Review is now available. Instructions for electronic plan review can be found here:

<https://dsps.wi.gov/Documents/Programs/PlanReview/SharePoint2013SubmitterInstructions.pdf>

Signing / Sealing Plans:

- There are two options for taking responsibility for the working plans:
 1. Signing and sealing of plans shall comply with SPS 361.31(1). Fire alarm plans shall be stamped by a Wisconsin registered architect, professional engineer or designer of electrical systems.
 2. In only those cases where the submitter is both the designer and installer of the fire alarm system, a signature only will suffice [ch. 443.14(6), Stats.]. It shall be an original signature and dated.
 - Each sheet shall be individually signed / sealed. If more than one sheet is bound together in a volume, the registrant may sign/seal and date only the title or index sheet if the signed sheet identifies clearly all other sheets comprising the bound volume.
 - All seals/stamps shall be original. Signatures shall be original and in permanent ink contrasting with the seal. No stickers, photocopies or electronic images are acceptable. Plans reviewed electronically are allowed to have electronic images of the signature.
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Plan Review Fees:

- Fees shall be determined in accordance with Table 302.31-1 or Table 302.31-2 found in Chapter SPS 302 of the Wisconsin Administrative Code.
 - Reduced plan review fees (Table 302.31-2) may be utilized for projects in municipalities that perform inspections as an agent of the Division of Industry Services.
 - A list of “Delegated Municipalities” that perform inspections can be found here:
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/DelegatedMunicipalities.pdf>
 - Reduced fees (Table 302.31-2) do **not** apply to State-owned buildings.
 - In addition to the plan review fee, a plan entry fee of \$100 shall be included with each submittal.
 - Per SPS 302.10, plan review fees shall be **doubled** for projects where the installation, erection or construction was initiated without the required Departmental approval.
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General Notes:

- Fire alarm plans submitted to the Department shall be of sufficient clarity, character and detail to show how the proposed design will conform to code.
Clarification: Plans shall include room names/use, symbol legend (symbols shall match legend), ceiling heights and construction, storage height / layout, etc.
 - Plans shall include a detailed riser diagram of the complete system. All devices shall be identified by type and location. Wire gauge(s) shall also be clearly identified. All of this information must be shown on the submitted plans.
In lieu of a riser diagram, the system circuitry may be shown on the floor plans.
 - A review appointment may be made in advance by using the online plan review request feature from our web page here:
[Online Web Scheduler](#)
 - Plans submitted to the Department shall be permanent copies of the originals and the copies shall be bound into sets.
 - Plans submitted for review shall be working plans. Plans submitted as “Preliminary” or “Not for Construction” will not be reviewed.
 - One (1) set of plans bearing the Department’s stamp of conditional approval shall be kept at the building site and be open to inspection by the Department or its authorized representative.
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Fire Protection Plan Reviewers:

Green Bay Office: Bob Jeske (920) 492-5606 or bob.jeske@wisconsin.gov
Madison Office: Thomas Frechette (608) 261-0354 or thomas.frechette@wisconsin.gov
Daniel Meneguini (608) 261-6540 or daniel.meneguini@wisconsin.gov
Waukesha Office: Richard St. Louis (262) 521-5569 or richard.st.louis@wisconsin.gov

For technical email questions, please send to: DSOSSBFireprotech@wisconsin.gov

State Inspectors contact information:

<https://dsps.wi.gov/Documents/Programs/Maps/CommercialBuildings.pdf>

NFPA Standards*:

- **NFPA 1**, *Fire Code*, 2012 edition
- **NFPA 11**, *Low-, Medium- and High-Expansion Foam*, 2010 edition
- **NFPA 12**, *Carbon Dioxide Extinguishing Systems*, 2011 edition
- **NFPA 13**, *Installation of Sprinkler Systems*, 2013 edition
- **NFPA 13D**, *Installation of Sprinkler Systems in One- and Two-family Dwellings and Manufactured Homes*, 2013 edition
- **NFPA 13R**, *Installation of Sprinkler Systems in Low Rise Residential Occupancies*, 2013 edition
- **NFPA 14**, *Installation of Standpipe and Hose Systems*, 2013 edition
- **NFPA 16**, *Installation of Foam-Water Sprinkler and Foam-Water Spray Systems*, 2015 edition
- **NFPA 17**, *Dry Chemical Extinguishing Systems*, 2013 edition
- **NFPA 17A**, *Wet Chemical Extinguishing Systems*, 2013 edition
- **NFPA 20**, *Installation of Stationary Pumps for Fire Protection*, 2013 edition
- **NFPA 22**, *Water Tanks for Private Fire Protection*, 2013 edition
- **NFPA 24**, *Installation of Private Fire Mains and Their Appurtenances*, 2013 edition
- **NFPA 25**, *Inspection, Testing and Maintenance of Water-Based Fire Protection Systems*, 2011 edition
- **NFPA 30**, *Flammable and Combustible Liquids Code*, 2012 edition
- **NFPA 30B**, *Code for the Manufacture and Storage of Aerosol Products*, 2011 edition
- **NFPA 45**, *Fire Protection for Laboratories Using Chemicals*, 2015 edition
- **NFPA 70**, *National Electrical Code*[®], 2011 edition through 8/1/18, then 2017 edition
- **NFPA 72**, *National Fire Alarm and Signaling Code*[®], 2013 edition
- **NFPA 409**, *Aircraft Hangars*, 2011 edition
- **NFPA 2001**, *Clean Agent Fire Extinguishing Systems*, 2015 edition

** This is not a comprehensive list of all State-adopted NFPA standards. For a complete listing of the most current standards, refer to the 2015 International Building Code[®], Chapter 35 – Referenced Standards and the Wisconsin Administrative Code.*