



**State of Wisconsin**  
**DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES**  
**PLAN REVIEW FOR FIRE SUPPRESSION SYSTEMS**

**Fire suppression 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 sprinklers to an existing fire sprinkler system do not need to be submitted.
- 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.**
- Kitchen hood fire suppression systems not supplied by the building's automatic fire suppression system. Basic information on kitchen hood fire suppression systems shall be noted with the kitchen hood submittal.
- Standalone fire suppression systems used solely for the protection of industrial equipment (e.g., printing presses and spray booths) and not supplied by the building's automatic fire suppression system.

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 suppression system installation or alteration will be based on the permit date.

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**Fire suppression plans shall be submitted to:**

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

*Fire suppression 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 suppression 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 hydraulic calculations.
- One (1) copy of applicable material data sheets.
  - *It is only necessary to include data sheets for those materials which include specific criteria relative to its listing (e.g. sprinklers, backflow assemblies, pumps, etc.).*
- When protecting 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.
- A completed SBD-118 application form.
  - *The application must identify the Transaction ID No. related to the parent building review approval. Fire suppression 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 suppression submittals and a separate signature is not required unless the supervising professional does not accept responsibility for the fire suppression system. Stand-alone fire suppression 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>

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## Signing / Sealing Plans:

- There are two options for taking responsibility for the working plans:
  1. The fire protection system working plans shall be signed and dated by the contractor responsible for the design and installation of the system. The Wisconsin license no. of the automatic fire sprinkler contractor shall be included with their signature.
  2. A Wisconsin registered architect, professional engineer, or designer of fire protection systems may assume responsibility for the design of the fire protection working plans. Where this option is selected, the plans shall be signed, dated and sealed by the design professional.
- 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.

### 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:

- 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.
  - It is preferred that fire suppression plans be submitted on the same size sheets as the building plan submittal.
  - 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.
  - Plans submitted to the Department shall be of sufficient clarity, character and detail to show how the proposed design will conform to code (e.g. site plan, building sections, ceiling configurations, etc). Working plans shall comply with NFPA 13 (2007) Section 22.1.
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### Fire Protection Plan Reviewers:

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

**For technical email questions, please send to:** [DSPSSBFireprotech@wisconsin.gov](mailto:DSPSSBFireprotech@wisconsin.gov)

**State Inspectors contact information:**

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

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## **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*<sup>®</sup>, 2011 edition through 8/1/18, then 2017 edition
- **NFPA 72**, *National Fire Alarm and Signaling Code*<sup>®</sup>, 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<sup>®</sup>, Chapter 35 – Referenced Standards and the Wisconsin Administrative Code.*