



# Checklist for Fire Suppression and Fire Alarm Plan Review

## Summary Sheet

**Section 1. Electronic plan reviews can be submitted online at: <https://esla.wi.gov/PortalCommunityLogin>. Paper plan submittals are no longer accepted by the Department.**

*This form shall be included in the "Additional Supporting Documentation" attachment of the online application.*

**Project name and/or DIS-xxx #: \_\_\_\_\_**

Check all that are applicable: Plan Type:  New  Addition/Alteration  Alteration  
 Revision to Previously Approved plan where approved construction has not been completed – Previous ID # (CB-xxx, DIS-xxx, etc.): \_\_\_\_\_  
 Extension to an approved plan  Follow-up of a denial within 8 months

**Complete set of plans and full payment are required at time of application submittal.**

**Requesting plan review for:** *(Check all that are applicable)*

- 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 ACCORDANCE 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

N/A

- Required Supervising Professional signature if entire building exceeds 50,000 **cubic** feet of volume. This signature is required for Stand-Alone Plan Submittals with no previous related building transaction ID. Please follow the link to this document to be signed: [Third Party Signature Page](#). Have a properly credentialed individual sign as the Supervising Professional and include this signature page with your submittal.
- Properly signed/sealed Title Sheet with a plan sheet Index.
- Complete fire suppression plans.
- Hydraulic calculations. Include if applicable.
- Material product data sheets.  
  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.

#### FIRE ALARM / DETECTION PLANS

N/A

- Required Supervising Professional signature if entire building exceeds 50,000 **cubic** feet of volume. This signature is required for Stand-Alone Plan Submittals with no previous related building transaction ID. Please follow the link to this document to be signed: [Third Party Signature Page](#). Have a properly credentialed individual sign as the Supervising Professional and include this signature page with your submittal.
- Properly signed/sealed Title Sheet with a plan sheet Index.
- Complete fire alarm plans.
- Battery calculations.
- Voltage-drop calculations for each notification appliance circuit.
- Material product data sheets.  
  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.

#### UNDERGROUND PRIVATE FIRE SERVICE MAIN PLANS

N/A

- Required Supervising Professional signature if entire building exceeds 50,000 **cubic** feet of volume. This signature is required for Stand-Alone Plan Submittals with no previous related building transaction ID. Please follow the link to this document to be signed: [Third Party Signature Page](#). Have a properly credentialed individual sign as the Supervising Professional and include this signature page with your submittal.
- Properly signed/sealed Title Sheet with a plan sheet Index.
- Complete underground fire service main plans.
- Thrust block calculations. Include if applicable.  
  Material product data sheets.

### Section 3. Applicant's Signature.

By signing below, the applicant acknowledges that the submittal is complete, and that any missing submittal information requested shall be received by the Department within 5 business days of the request. If not received by the deadline, the plan is subject to denial and a \$60.00 fee.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date