

A Letter to Community and Industry

DATE: March 22, 2013

TO: Fire Sprinkler System Designers/Contractors, Fire Alarm System Designers/Contractors, Architects, Building Owners, Property Managers, and General Contractors

FROM: Department of Neighborhood Services (DNS) – Plan Examination Section on behalf of the Office of the Commissioner

SUBJECT: Fire Protection Plan Review – Walk-up Service Program

The purpose of this letter is to advise all parties involved with the installation, alteration and/or modification of automatic fire sprinkler systems and fire alarm systems of the Department's pilot program offering walk-up service for the review of fire protection plans for small projects.

Scope of Program

To provide a means for the expedited review of fire protection plans for certain small projects.

The walk-up service program applies to the following:

- Plan review for alterations (e.g. tenant improvements, arm-over remodels) to existing wet-pipe automatic fire sprinkler systems.*
- Plan review for alterations (e.g. tenant improvements, system upgrades) to existing fire alarm systems.†

** Plan review is not required for projects involving the alteration or addition of 20 or fewer sprinkler heads to an existing automatic fire sprinkler system. Nevertheless, permitting is required.*

† Plan review is not required for projects involving the alteration or addition of 20 or fewer devices to an existing fire alarm system. Nevertheless, permitting is required. "Devices" include panels, initiating devices (e.g. detectors, pull stations, monitoring modules) and notification appliances.

Days & Hours of Operation

Walk-up service will be available at the Development Center located at 809 N Broadway, 1st Floor during the following time periods:

- Days – Tuesday and Thursday of each week (excluding holidays)
- Time – 8:00 am to 11:30 am

Guidelines & Restrictions

1. Plans will be processed in the order received. Appointments cannot be accepted.
2. Plan review fees are due at the time of check in.
3. The walk-up submitter shall be familiar with the scope of work and system design. Plans delivered by courier or similar means cannot be reviewed under this program. It is expected that submitters wait in the lobby area while the plan is being reviewed in the event that questions arise.
4. Plans shall be prepared in the same manner as required for all other fire protection plan submittals. Those submittals which are incomplete or cannot otherwise be reviewed/approved will be returned for re-submittal.

5. Submittals which are deemed to be beyond the extent intended for walk-up service will be processed under normal plan entry procedures. The submitter will be informed of the anticipated date of review.
6. Alteration projects, except for those involving a change of use, occupancy or hazard, may be reviewed under this program.
7. Fire protection alterations for all occupancy classifications, except for Storage Group S or High-hazard Group H, may be reviewed under this program.
8. Fire sprinkler system alterations – Walk-up service may be utilized for projects meeting all of the following criteria:
 - The project involves the alteration of an existing system with a work area not exceeding 5,000 sq. ft.
 - Wet-pipe systems only.
 - The alteration does **not** affect a system's remote area or otherwise require calculation.
9. Fire alarm system alterations– Walk-up service may be utilized for projects meeting all of the following criteria:
 - The project involves the alteration of an existing system with a work area not exceeding 5,000 sq. ft.
 - Prescriptive designs only.

Due to unforeseen circumstances, such as high walk-up volume or staffing availability, same day review cannot be guaranteed. As a pilot program, the Department will monitor its efficiency and value in an effort to best serve the needs of all parties.

Plan Examination Section
Department of Neighborhood Services
City of Milwaukee