



North Shore Fire Department Fire Prevention Bureau Plan Review and Submittal Requirements

New Construction Plan Review, Alterations/Additions to Existing Structures or Change of Use in Existing Buildings

- **Construction Compliance with Fire Codes Plan Review (This applies to new, alterations or additions)**
- Fee based on area or “footprint” of construction project (if below minimum, minimum fee will be applied **if the area exceeds 214,286 sq.ft. a maximum fee of \$ 15,000.00 is due**)
- **Applicant submits two sets of plans for NSFD review or the preferred is a PDF (only site plan and floor plans need to be included)** (in addition to those required by municipality) One set stamped with State Approval (will be returned to applicant with comments/NSFD approval) Second set need not be stamped
- **Plan review of suppression systems, sprinkler systems, fire alarm/detection etc.** Applicant shall determine the appropriate plan review fee for each system
- Fee based on area or “footprint” of suppression system protection or fire alarm/detection system protection (if below minimum, minimum fee will be applied)
- **Applicant to submit two sets of plans for NSFD review or the preferred is a PDF** (in addition to those required by the municipality) Both sets of plans stamped by an engineer, NICET II certified, designer or architect of record
- **Acceptance test of sprinkler system, fire alarm/detections system, fire pump, etc.** with associated fees
- **Occupancy Inspection**, with associated fees

Water Based Sprinkler Systems

New systems, existing systems greater than 20 heads altered or added or new branch main is added or altered

- Fee based on area or “footprint” of sprinkler system protection (if below minimum, minimum fee will be applied **if the area exceeds 214,286 sq.ft. a maximum fee of \$ 15,000.00 is due**)
- **Applicant to submit two sets of plans for NSFD or the preferred is a PDF** (in addition to those required by the municipality) Both sets of plans stamped/approved by the engineer or system designer
- Requires **Hydro-test of Sprinkler Piping** (2 hour test) with associated fees
- Requires **Fire Pump Acceptance Test** (if system equipped with fire pump) and associated fees

Fire Alarm and Detection Systems

- Fee based on area or “footprint” of fire alarm/detection system protection (if below minimum, minimum fee will be applied **if the area exceeds 214,286 sq.ft. a maximum fee of \$ 15,000.00 is due**)
- **Applicant to submit two sets of plans for NSFD review or the preferred is a PDF** (in addition to those required by the municipality) Both sets of plans stamped/approved by the engineer or NICET certified designer of the system Applicant to submit alarm system component specifications, cut sheets and battery calculations with plans.
- Requires **Fire Alarm and Detection System Acceptance Test** and associated fees

Other Suppression Systems

- Other types of suppression systems will require a plan review and the appropriate acceptance test
- See individual items pertinent to the operations intended to be performed

NOTES

- Applicant fills in all information in top box of permit including the address (and suite if applicable)
- Plans can be dropped off or mailed to the North Shore Fire Department Fire Prevention Bureau; 665 E. Brown Deer Road, Bayside, WI 53217, where permit fees will be verified and permit issued. Checks should be made out to the ***North Shore Fire Department***. Plan review normally takes 7-10 working days.
- Scheduling of acceptance tests, hydro-tests, occupancy inspections, etc., must be done with the North Shore Fire Department Fire Marshal, ***with a minimum of 48 hours notice***. Scheduling must be confirmed with the Fire Marshal. Leaving a voicemail does not constitute a confirmation. Contact the Fire Marshal at 414.228.0246 or dliind@nsfire.org
- Any questions can be directed to the North Shore Fire Prevention Bureau at 414.228.0246 or fireprev@nsfire.org.