



La Crosse Fire Department

Division of Community Risk Management

FDinfo@cityoflacrosse.org - 608.789.7260



HOW TO APPLY FOR INSTALLATION/MODIFICATION/ REPLACEMENT OF A FIRE ALARM SYSTEM

STEP 1: Determine if your building requires a fire alarm permit application.

NO. A permit is not required if adding additional notification devices.

YES. A permit is required for the installation of new fire alarm systems, adding additional devices to an existing system or is replacing an existing fire alarm system or fire alarm panel. (Replacement of an existing fire alarm system shall require the entire building's fire alarm system to be upgraded to current code compliance). Proceed to STEP 2.

STEP 2: Plans conditionally approved by the State of Wisconsin or a fire alarm plan reviewer by the City of La Crosse Fire Department are accepted. New buildings over 50,000 cubic feet in area and remodels/alterations over 100,000 cubic feet in area **require State approval**. Buildings regulated by Health and Family Services (HFS) will **require State approval**. The La Crosse Fire Department will *conditionally approve* plans on the local level in addition to those **requiring State approval**. The La Crosse Fire Department has the right not to approve plans at the local level. Please provide the altered forms for the Chief's review.

All plans must include:

- Scope of work.
- All property information (ie. Business Name, Address, Installer Contact and Phone Number).
- Graphical Information (ie. Scale, Points of Compass).
- All initiating and annunciating devices, FACP and their respective location(s).
- Wiring diagrams.
- All standards that the system was designed to.
- NICET certification documentation.
- Battery calculations.
- Make and model of panel installed.
- Make and model of smoke or heat detectors installed.
- Make and model of pull stations installed.

Other items to note regarding fire alarm systems:

Status Panel. Fire alarm systems shall display at a panel the device(s) activating the fire alarm system and capable of indicating the status of all specific components connected to the system. As determined by the Fire Department, additional notification and/or initiation appliances or devices may be required due to size, occupancy hazards, building construction and/or occupancy use.



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STEP 3: Obtain a signed contract with a minimum of one year monitoring services by an alarm monitoring company.

STEP 4: Complete the required application.

STEP 5: Number of initiating devices _____

STEP 6: Calculate the Permit/Acceptance Test Fee:

First 10 devices \$100.00 =

Each additional device _____ x \$4 =

Acceptance Test Fee (Choose One)	1-10 devices	\$125.00
	11-49 devices	\$225.00
	50-99 devices	\$325.00
	100 or more devices	\$425.00
	Alarm Panel Only	\$150.00

TOTAL \$

STEP 7: Send or drop off the completed application, two sets of hard copy alarm system plans, one set of electronic plans (PDF) format, a copy of the monitoring contract and the Permit/Acceptance Test Fee to:

City of La Crosse
Community Risk Management
1400 La Crosse Street
La Crosse, Wisconsin 54601

STEP 8: Installation of a fire alarm system may begin after issuance of permit. Verbal notification for starting installation by the Fire Department may be granted before the permit is processed. Installation of a fire alarm system prior to issuance of a permit or verbal authorization will result in **Double Fees**. Work shall be completed by certified personnel.

STEP 9: The installer of the fire alarm system shall provide a minimum of two business days' notice to the Fire Department prior to the performance of any inspection or test to the system.

STEP 10: The Fire Department shall conduct an acceptance test of the system according to NFPA 72 standards. A NFPA 72 Fire Alarm Completion Record shall be required at this time. Monitoring shall be required at the time of acceptance. The system will be "Live" at the completion of final testing.



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Responsibilities of Fire Alarm System Owners after system acceptance:

All buildings or portions of buildings containing fire alarm system, whether required by this Code or not, shall be maintained in good working order and tested annually by a qualified fire alarm company as required by NFPA 72. Records of this testing shall be located by the fire alarm control panel and be made available to the Fire Department upon request.

All fire alarm systems whether required by this Code or not, shall undergo annual testing every year by a qualified contractor. Records of the testing shall be located by the fire alarm control panel. The testing shall involve the activation of either a smoke detector or pull station which shall cause the building's fire alarm horn and/or strobe units to activate.

The occupant or owner of a building shall notify the Fire Chief or Fire Department immediately when the building's fire alarm system is rendered out of service for any reason. If the system is out of service for more than four consecutive hours in a 24-hour period, the building shall be evacuated or an approved fire watch shall be provided as specified in the current printed version of NFPA 101 (Life Safety Code).

NOTE

Contractor shall provide the Fire Inspector a minimum of two business days' notice prior to the performance of any inspection or test to the system. Alarm monitoring shall be live at final inspection. If a re-inspection is required the installer shall pay a fee of \$150.00, payable to the La Crosse Fire Department prior to the next inspection.



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Permit/Application for Installation/Modification of a Fire Alarm System

Contractor:

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone: _____ Email: _____

NICET Cert. Number: _____

Site Information:

Occupant: _____

Address: _____

Number of Smoke/Heat Detectors installed: _____

PERMIT/ACCEPTANCE FEE SUBMITTED:

NOTE

Contractor shall provide the Fire Inspector a minimum of two business days' notice prior to the performance of any inspection or test to the system. Alarm monitoring shall be live at final inspection. If a re-inspection is required the installer shall pay a fee of \$150.00, payable to the La Crosse Fire Department prior to the next inspection.

Return this form with the appropriate fee and plans to the City of La Crosse, Community Risk Management, 1400 La Crosse Street, La Crosse, Wisconsin 54601.