

2945 N. RT. 178  
Utica, IL. 61373



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**Utica Fire Protection District**  
**Fire Prevention Bureau**  
*"Prevention Before Response"*

# **Fire Protection Code Permit Application Package**

**Application & Permit Procedure**

**For Construction/ Additions / Modifications**

(New & Existing - Excluding one and two family dwellings)

UTICA COMMUNITY FIRE PROTECTION DISTRICT  
2945 N. RT. 178, UTICA, IL. 61373  
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## Fire Prevention Bureau

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### Referenced Documents

**Permit Application** – Utica Community Fire Protection District

**Plan Submittal Form** - Office of State Fire Marshall

**Fire Alarm Submittal Form**- Office of State Fire Marshall

**Sprinkler Plan Submittal Form** - Office of State Fire Marshall

**Hood & Duct Extinguishing System Plan Submittal Form**- Office of State Fire Marshall

**Fire Protection Code Ordinance** - Utica Community Fire Protection District

**Code Permit/Inspection Fee Schedule** - Utica Community Fire Protection District

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January 1, 2011

Welcome to the Utica Community Fire Protection District. Whether you are a long-time resident, local business person, or a newcomer to the community, the Utica Community Fire Protection District is here to serve you. We have a dedicated staff of professionals ready to assist you through the planning, developing, construction, and inspection phases of your project.

The Utica Community Fire Protection District takes fire prevention and life-safety of our citizens very seriously. The Utica Community Fire District has adopted a Fire Protection Code Ordinance, effective January 1, 2011.

The Illinois Office of the State Fire Marshall (OSFM) has adopted, with amendments, the National Fire Protection Association's *Life Safety Code* – 2015 edition (also referred to in this document as the "Life Safety Code") as the statewide standards for fire prevention and safety. The Life Safety Code is a comprehensive code that addresses many issues relevant to fire and life safety in new and existing occupancies (e.g., the need for fire alarm or fire suppression systems, exit lighting, emergency lighting, the number of exits, the width of exits, the type of interior finishes that is allowed in the building, etc.).

In addition to NFPA 101, the District has also adopted a Fire Protection Code Ordinance and a Permit process to assure that your building is constructed to current life-safety standards, and that it contains modern fire suppression systems where applicable. Our goal is that your facility will remain a safe and a fire-resistant place of business or residence for generations to come.

To assist you with this process we have developed this document as a step-by-step checklist of the things that need to be considered during planning and construction. It will serve as a guide as to how the process works, and whom you need to contact for each step. This package also includes copies of all pertinent local ordinances, and permit applications that you will need.

I encourage you to take advantage of my staff early on in the planning and design process, and I look forward to working with you throughout your project.

Sincerely,

*Benjamin Brown*  
Fire/EMS Chief

## CONTACT INFORMATION

**Utica Community Fire Protection District**  
2945 N. RT.178  
Utica, Illinois 61373

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The Utica Community Fire Protection District strongly suggests that you set up a meeting with the Fire Prevention Bureau early in the planning process. These meetings are extremely informative and offer a great opportunity to explain and review the Utica Community Fire Protection District Ordinances along with the minimum Life Safety Code requirements prior to the Permit Application process.

## GENERAL PERMIT REQUIREMENTS

- (1) A **FIRE PROTECTION PLAN REVIEW**, along with applicable permits- listed below - are required within the boundaries of the Utica Community Fire Protection District.
- (2) **PERMITS REQUIRED PRIOR TO THE START OF WORK:**
  - **Fire Protection Plan Review** (Review for **ALL** applications and permit requests submitted)  
(Pursuant to OSFM's NFPA 101 State Mandated Requirements)  
(Pursuant to Utica Community Fire Protection District's Fire Protection Code Ordinance)
  - **Fire Alarm System Permit** (When required to meet Code Ordinance)
  - **Sprinkler System Permit** (When required to meet Code Ordinance)
  - **Commercial Kitchen Cooking Suppression System Permit** (When required to meet Code Ordinance)
- (3) A **Fire Protection Plan Review** is required when applying for **ALL Construction and Permit Applications**.
- (4) All plans submitted shall be **SIGNED AND STAMPED by a LICENSED PROFESSIONAL** as required by Local, State or Federal Agencies. Plans shall be compliant with OSFM's State mandated NFPA requirements and the Utica Community Fire Protection District's Fire Protection Code Ordinance.
- (5) **All Applications & Permit Requests** are required to be accompanied by the OSFM's "**Plan Submittal Form**" which requests basic information about the submittal.
- (6) The schedule of fees for Reviews, Inspections, and Tests are to be paid in full prior to issuance of any review and /or approval for work to proceed. Refer to the Utica Community Fire Protection Ordinance "ESTABLISHING A SCHEDULE OF FEES FOR FIRE PROTECTION PLAN REVIEW / PERMIT INSPECTIONS WITHIN THE BOUNDARIES OF THE UTICA COMMUNITY FIRE PROTECTION DISTRICT" for applicable fees.
- (7) Every effort is made to review submitted plans within 30 days of receiving them. Depending on the queue of submittals and other activities, the time frame may be quicker, or it may be slightly longer. Subsequent reviews for re-submitted plans will normally be fast-tracked and occur within 15 days of receiving them - again, dependent on other activities and the re-submittal queue.
- (8) Plans with inadequate information, will be reviewed (at the reviewer's discretion) as a PRELIMINARY SUBMITTAL.
- (9) The preliminary submittal review procedure described will place the project in 'HOLD' or 'NOT IN COMPLIANCE' status.
- (10) Plans that are returned to the submitter as having received a PRELIMINARY REVIEW will require re-submittal and may incur an additional review fee. The project cannot be released for construction at this time because the plan review submittal package does not contain sufficient information to determine compliance with adopted code requirements. A RESUBMITTAL that includes appropriate information will be required in order for the Utica Community Fire Protection District to complete a proper review.

- (11) **After receiving final approval, applicable Permit(s) will be issued from the Utica Community Fire Protection District. Only then may work proceed.**
- (12) ALL Permits issued are valid for 180 days from the date of issue. Permit approved work must commence within this time period, unless otherwise approved by the Fire Prevention Bureau.
- (13) The Utica Community Fire Protection District is bound to follow the requirements of such laws and reserves the right to reject submittals that are not compliant.
- (14) Plan Submittals & Permit Applications shall be delivered to:

**Utica Community Fire Protection District  
2945 N. Route 178  
Utica, Illinois 61373  
Attention: Fire Chief**

## FIRE PROTECTION PLAN REVIEW / PERMIT

The Utica Community Fire Protection District will evaluate new and existing building plans for items such as Life Safety Code compliance, emergency accessibility; duplication of street names; acceptable access routes and widths; length of dead-ends; fire hydrant coverage; and the potential for specific requirements that may become effective depending on the development being reviewed.

- (1) **A Fire Protection Plan Review is required for Commercial and Residential (excluding One and Two family Dwellings) new construction, remodel, redesign, or alternations to a building; occupancy change or for specific fire protection and suppression systems that are to be installed or upgraded as listed in this Ordinance.**
- (2) All occupancy types pursuant to OSFM’s State mandated NFPA 101 requirements shall have a Fire Protection Plan Review completed before receiving an approved Fire Protection Plan Permit to start work. The Fire Protection Plan Review addresses many issues relevant to fire and life safety in new and existing occupancies (e.g., the need for fire alarm of fire suppression systems, exit lighting, emergency lighting, the number of exits, the width of exits, the type of finish that is allowed in the building, fire alarm systems, sprinkler systems, etc.).
- (3) Plan details, specifications, and technical information are required for the review process. Further information may be required, if needed, at the time of the review. The plan reviewer may require such engineering certifications as a condition for permit approval when the plans and documents are difficult or complicated.
- (4) It is recommended to have any pertinent information regarding **NFPA 101** Life Safety Code requirements, be shown on the building plans – example: fire extinguishers, emergency lights, exit signs, occupancy load calculations, etc. should be provided.
- (5) **The Fire Protection Plan Permit shall be issued for construction to start when plans have been approved and only upon full payment of the Fire Protection Plan Review fee.**

### Permit Guidelines

Type of Permit	Submittal Requirements	Fire District Inspections
<b>Fire Protection Plan</b>	<ul style="list-style-type: none"> <li>• Completed Fire Protection Plan Application</li> <li>• Fire Protection Plan Review Fee</li> <li>• OSFM’s Plan Submittal Form</li> <li>• 2 Sets – Architectural Plan/s with OSFM’s required documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Final Safety Inspection SHALL be conducted before occupancy and approved by the Utica Community Fire Protection District.</li> </ul>

Plans shall clearly indicate the following when applicable:

### **FIRE PROTECTION PLAN REVIEW DOCUMENT CHECKLIST**

#### **SITE PLAN SHOWING:**

- Building location
- Distance from other nearby buildings
- Building dimensions, including total square footage
- Fire Department access
- The location of all fire hydrants
- The location of the Fire Department connection to sprinkler and standpipe systems
- The location of utility entrances and main shut-offs
- The location of any type of refuse handling or storage, such as dumpsters
- The location and type of any proposed Hazardous Materials storage area (inside or out)
- The location of any fencing, temporary or permanent, or any other potential obstruction to fire hydrants, fire department connections, building access, or fire lanes
- Proper symbols and keys identifying all fire protection features of the building, as well as any special information required.

#### **COMPLETE CONSTRUCTION DRAWINGS SHOWING:**

- Building construction (new and existing – all levels)
- Exterior view of the building
- Occupant loads
- Location of fire barriers, fire walls, or smoke partitions
- Interior Finish Schedule
- Electrical plans indicating emergency lighting
- Electrical plans indicating exit marking signs
- Fire suppression system plans
- Fire alarm system plans
- The location of the main fire alarm panel
- Electrical and mechanical plans
- Stair Details
- Ramp Details
- Areas of Refuge
- Wall, floor, and ceiling construction, including cross sections and fire ratings
- New and existing doors (construction, location, size, swing, and UL rating)
- New and existing windows (location, clear opening, size, and dimensions)
- Fire extinguisher location and types
- Heating system information (including type, name and model of heating units)
- Structural data (including roof and floor live loads)
- Ventilation systems, including kitchen hood exhaust systems
- The location of the sprinkler, mechanical, and elevator rooms



## FIRE ALARM SYSTEM PERMIT

### PERMIT & INSPECTION REQUIREMENTS

Fire Alarm Systems are determined to be required based upon the results of a completed Fire Protection Plan Review conducted by the Utica Community Protection District. A Fire Alarm System shall be installed pursuant to OSFM’s State Mandated **NFPA 72** requirements and the Utica Community Fire Protection District’s Code Ordinance.

- (1) Fire Alarm & Detection Systems are required to have an addressable Fire Alarm as per NFPA 72 with signals monitored by a U.L. listed Central Station.
- (2) Multi-tenant space buildings (Fire Alarm):
  - Exterior clear strobes outside all egress/entrance points
  - Exterior clear strobes to be tied to fire alarm and be activated upon an alarm condition within that tenant space
  - All exterior strobes, regardless of tenant space, to be activated upon a “water flow” condition
  - Point-to-Point monitoring & transmission of signals to monitoring station allowing for “device in alarm” dispatch
- (3) Exterior red strobe to identify location of FACP/FAAP (Ext red strobe may replace clear strobe).
- (4) Exterior red strobe to be tied to fire alarm and be activated upon any alarm condition within the fire protection system.
- (5) Fire Alarm & Detection System plans shall be submitted with the required documentation per OSFM’s Fire Alarm Submittal Form.
- (6) Fire Alarm Systems are to be installed at anytime a Sprinkler System is installed or upgraded.
- (7) **A Fire Alarm System Permit shall be issued for the install to start when plans have been approved and only upon full payment of the Fire Protection Plan Review fee.**

### Permit Guidelines

Type of Permit	Submittal Requirements	Fire District Inspections
<p><b>Fire Alarm Systems</b></p>	<ul style="list-style-type: none"> <li>• OSFM’s Fire Alarm Submittal Form</li> <li>• Fire Alarm Plan Review Fee</li> <li>• Site/Floor Plan Included with above information</li> <li>• 2 sets of drawings</li> </ul>	<ul style="list-style-type: none"> <li>• Acceptance Test</li> </ul> <p>Note: Acceptance Test will only be scheduled after the alarm contractor has conducted their test and approve it based upon the installed being done per the approved plan.</p> <p>Note: Utica Community Fire Protection District will schedule the Acceptance Test once it has received the required NFPA72 Acceptance Test paperwork.</p>

## SPRINKLER SYSTEM PERMIT

### PERMIT & INSPECTION REQUIREMENTS

Sprinkler Systems are determined to be required based upon the results of a completed Fire Protection Plan Review conducted by the Utica Community Protection District. A Sprinkler System shall be installed pursuant to OSFM's State Mandated **NFPA 13** requirements and the Utica Community Fire District's Code Ordinance.

- (1) Sprinkler System Submittals shall include information as per NFPA 13 pursuant to OSFM's State mandated requirements.
- (2) Fire sprinkler system layout documents, as defined in Section 10 of the Act, shall be prepared by a professional engineer licensed under the Professional Engineering Practice Act of 1989 [225 ILCS 312] or an architect licensed under the Illinois Architecture Practice Act of 1989 [225 ILCS 305] or a holder of a valid NICET level 3 or 4 certification in fire protection technology automatic sprinkler system layout who is either licensed under the Act or employed by an organization licensed under the Act. [225 ILCS 317/15(j)]. All design drawings of engineered sprinkler systems shall be stamped by an Illinois licensed professional engineer or architect prior to submittal to the authority having jurisdiction.
- (3) **A Sprinkler System Permit shall be issued for the install to start when plans have been approved and only upon full payment of the Fire Protection Plan Review fee.**

#### Permit Guidelines

Type of Permit	Submittal Requirements	Fire District Inspections
<b>Sprinkler System</b>	<ul style="list-style-type: none"> <li>• OSFM's Sprinkler System Submittal Form</li> <li>• Sprinkler System Plan Review Fee</li> <li>• Site/Floor Plan Included with OSFM's required information</li> <li>• 2 sets of drawings</li> </ul>	<ul style="list-style-type: none"> <li>• Sprinkler Installation / Hydrostatic Test</li> </ul> <p>Note: A letter from the contractor/installer must be received indicating that the system and devices were installed according to the appropriate NFPA Standard and must be received prior to the final inspection.</p> <p>Note: Sprinkler system hydrostatic tests shall take place prior to closing of ceilings and/or ceiling tiles being placed. All sprinkler piping shall be readily and clearly visible and accessible to the fire code official witnessing the hydrostatic test.</p> <p>Note: In cases of a dry system, subsequent to the hydrostatic test, and after the fire alarm system is in place, the sprinkler contractor is expected to execute a successful "trip test" of the dry system. This acceptance test shall also be witnessed by the Fire District code official.</p>

Plans shall clearly indicate the following when applicable:

**SPRINKLER SYSTEM PLAN REVIEW DOCUMENT CHECKLIST**

- Physical address of occupancy – Contractor name – Phone number – Fax number – Address
- Scope of Work
- Building design (construction type – number of stories – building square footage, etc)
- System design (type of sprinkler system)
- Floor plans showing sprinkler coverage
- Elevation drawings showing sprinkler coverage
- Location of OS&Y and Fire Dept. connection locations
- Identify zones and locations of zones
- Identify sprinkler monitoring system
- All applicable hydraulic calculations (water flow requirements, etc).
- Equipment cut sheets

(4) Sprinkler System Plans shall be submitted with the required documentation per OSFM’s Sprinkler Plan Submittal Form.

## COMMERCIAL KITCHEN COOKING SUPPRESSION SYSTEM PERMIT

### PERMIT & INSPECTION REQUIREMENTS

Commercial Kitchen Cooking Suppression Systems are determined to be required based upon the results of a completed Fire Protection Plan Review conducted by the Utica Community Protection District. A Commercial Kitchen Cooking Suppression System shall be installed pursuant to OSFM's State Mandated NFPA 96, UL 300 requirements and the Utica Community Fire Protection District's Fire Protection Code Ordinance.

The applicable rules of the Office of the State Fire Marshal (41 Ill. Adm. Code 251) reference NFPA standards that result in all newly installed cooking surface fire suppression systems needing to be tested and listed in accordance with UL 300. Furthermore, the rules require that existing cooking surface fire suppression systems be brought into compliance with UL 300 by January 1, 2010. (Systems located in governmental entities are allowed until January 1, 2011 to comply with a UL300 listed system).

To date, all of the systems listed by UL in accordance with the UL 300 requirements have been wet-chemical systems. There are currently no dry chemical systems that are compliant with UL 300 listing criteria. Therefore, all new installations of systems for the protection of commercial kitchen cooking equipment must be wet-chemical systems and existing dry chemical suppression systems must be replaced by UL 300 compliant wet chemical systems by January 1, 2010 (or January 1, 2011 if within a governmental building).

- (1) Submittal Plans are reviewed for appropriate coverage and required system monitoring by the fire alarm system.
- (2) A K-Class Extinguisher is required pursuant to the Utica Community Fire Protection District Fire Protection Code. Class K fire extinguishers that are required in new installations since 1998, and recommended by the OSFM for all kitchen environments, contain wet chemical extinguishing agents that have been proven more effective on cooking oil fires.
- (3) Commercial Kitchen Cooking Suppression Systems Plans shall include such information as:
  - a. Physical address of occupancy - Contractor name - Phone number - Fax number - Address.
  - b. Hood and cooking appliance location
  - c. Total room configuration indicating exit(s) and manual release location
  - d. Describe the wall, ceiling, attic, and roof materials (framing material and finishes)
  - e. Product Data Sheets/Specifications
  - f. Design, installation and maintenance manual for the extinguishing system.
  - g. Hood & Ventilation exhaust calculations.
- (4) Commercial Kitchen Cooking Suppression System Plans shall be submitted with the required documentation per OSFM's Hood & Duct Extinguishing System Plan Submittal Form.
- (5) When only the suppression system and hood & duct system is being upgraded it is the responsibility of the owner and/or contractor to ensure that the existing hood and duct system is in compliance with the codes and standards applicable at the time of installation.

- (6) **The Commercial Kitchen Cooking Suppression System Permit shall be issued for the install to start when plans have been approved and only upon full payment of the Commercial Kitchen Cooking Suppression System Plan Review Plan fee.**

**Permit Guidelines**

Type of Permit	Additional Submittal Requirements	Fire District Inspections
<b>Commercial Kitchen Cooking Suppression System</b>	<ul style="list-style-type: none"> <li>• OSFM's Hood &amp; Duct Extinguishing System Plan Submittal Form</li> <li>• Commercial Kitchen Cooking Suppression System Plan Review Fee</li> <li>• 2 sets of drawings with OSFM's required submittal form documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Acceptance Test</li> </ul>

## EXHIBIT A – CODE EDITIONS & FIRE SERVICE FEATURES

- (1) The Utica Community Fire Protection District Fire Protection Code also includes an EXHIBIT A – which lists the OSFM State Adopted Code editions and a summary of additional code requirements.
- (2) **The Utica Community Fire Protection District strongly suggests that you set up a meeting with the Fire Prevention Bureau early in the planning process to discuss these Fire Service Features in detail.**

## CODE INSPECTIONS – FINAL OCCUPANCY

- (1) Upon receiving a successful Final Safety Inspection, the local building department will be notified that with respect to the fire department, there are no open issues that should preclude the occupancy from being open for business.
- (2) All buildings shall obtain a final occupancy inspection from the Utica Community Fire Protection District when work is completed and prior to occupancy. Final occupancy inspections shall be scheduled no less than 72 hours in advance of the inspection. The failure to receive a final occupancy inspection is in violation of this Code.