

Sandwich Community Fire Protection District



Plan Review Submittal Guidelines and Requirements

The Sandwich Community Fire Protection District is the Authority Having Jurisdiction for the plan review and acceptance testing of fire protection systems. Attached is a copy of the most recent Fire Prevention Ordinance adopted by the fire district that includes all of the information required for the submittal of plans and fees. This includes fire alarm systems, fire sprinkler systems, kitchen hood suppression systems, and other fire protection systems. All new fire protection systems and modifications/alterations to existing fire protection systems require the issuance of a permit prior to installation.

This document including all requirements and fees does not include one and two family structures. Contact the City of Sandwich Building Department for information on these structures.

The following provides you with information as to what is required to be submitted to obtain your permit and how to schedule inspections.

ARCHITECTURAL, SITE AND ENGINEERING PLANS

The Sandwich Community Fire Protection District reviews Architectural, Site and Engineering Plans that apply for projects located in the fire district. The attached application is required to be completed and submitted with the plans for appropriate review.

FIRE PROTECTION SYSTEM REQUIREMENTS

Fire protection systems are required as outlined in the Fire Prevention Ordinance included in this document. Fire protection systems shall be designed and installed and function in accordance with locally adopted codes and amendments to those codes. This information and other general information regarding fire protection systems are available from the Sandwich Community Fire Protection District by calling 815-786-9241.

APPLICATION / PERMIT FEES

All applications/permits for new construction, remodeling or renovating of existing buildings shall be accompanied by an application/permit fee as follows:

Development application/permit fee:

New/Remodeled Architectural Plan Review Fee...	\$300
New/Revised Site Plan Review Fee.....	\$300
New/Revised Engineering Plan Review Fee.....	\$300
New Fire Alarm System.....	\$ 300
New Automatic Suppression System	\$ 300
New Kitchen Suppression System.....	\$ 300
Alterations to Fire Alarm Systems.....	\$ 150
Alterations to Automatic Suppression System.....	\$ 150
Alterations to Kitchen Suppression System.....	\$ 150
Fire Alarm Monitoring Only.....	\$ 100
Industrial Process Review.....	\$ 300

Inspection Fees.

The following are the inspection fees for the above listed application/permit requirements:

1. One final inspection is included in the application/permit fee as shown above.
2. One fire suppression system test and final inspection is included in the application/permit fee as shown above.
3. One information gathering visit can be scheduled before the permit process begins at no charge. This visit is for general information only and shall not be considered a final inspection.

Re-Inspection Fees.

When an additional inspection is required, not included in the original application/permit fee, the inspection shall be billed at \$100.00 per inspection. Re-inspection fees shall be paid in advance of the date of the Re-inspection date.

Allow a minimum of 72 hours' notice for any inspection or re-inspection. More time may be necessary in some cases do to availability.

PLAN REVIEW INFORMATION

Plans submitted for review and permit within the city limits shall be submitted to the City of Sandwich office at 144 E. Railroad Street, Sandwich, Illinois. All plans within the fire district not in the city limits shall be submitted to the Sandwich Community Fire Protection District, 310 East Railroad Street, Sandwich, Illinois, 60548. Plans are reviewed and written comments are provided within approximately 15-20 working days. Third party reviews may be longer.

Plan review submittals shall include the following;

1. A minimum of two (2) sets of plans for the fire protection system.
2. Manufacturers specification sheets on all devices, piping, fittings, nozzles, etc.
3. Fire Protection Submittal Form.
4. Any information that requires to be submitted to conduct a plan review as outlined in the appropriate code requirements as it relates to the specific type of fire protection system being installed.

The plan review fee shall be submitted prior to the return of any comments or approval of plans. Within the city limits of Sandwich checks shall be made payable to: City of Sandwich . Out of the city limits checks shall be made payable to: Sandwich Community Fire Protection District .

3rd Party Reviews

When a situation would arise that a third party review is needed the applicant\permit holder shall be responsible for the additional cost.

FIRE DEPARTMENT KNOX BOX INFORMATION

Key lock boxes are specific to fire departments or districts. Boxes for Sandwich shall be purchased from Knoxbox.com by selecting Sandwich Fire Dept. or entering the installation address. Fill out the proper information and submit. The box will then be mailed directly to you.

Sandwich Community Fire Protection District

FIRE PROTECTION SYSTEM APPLICATION FORM

Name of Applicant _____

Email _____ Telephone _____

Property Owner _____

Email _____ Telephone _____

TYPE OF SYSTEM:

- Fire Alarm System Cooking Suppression System
 Sprinkler System Other _____

Location of Installation:

Occupant _____ Telephone _____

Address _____ City _____ St _____ Zip _____

Contact Person _____

System Installer:

Company _____ Telephone _____

Contact Person _____

Email _____

General Contractor:

Contractor _____ Telephone _____

Contact Person _____

Email _____

Plan submittals shall include the following information:

- Two Sets of plans
- Manufacturer's specification sheets on all devices and components
- Any additional information that may be required to complete the plan review.

ALL INSTALLING CONTRACTORS SHALL BE PRESENT FOR TESTING AND FINAL ACCEPTANCE.

PLAN REVIEW FEES DUE PRIOR TO THE RETURN OF WRITTEN REVIEW.

Date _____

Sandwich Community Fire Protection District

ARCHITECTURAL, SITE, ENGINEERING AND PLAN REVIEW APPLICATION FORM

Name of Applicant _____

Email _____ Telephone _____

Property Owner _____

Email _____ Telephone _____

TYPE OF PLAN:

- Site Plan Architectural Plans
 Engineering Plans
 Other _____

Location of Project:

Project Name _____

Address _____ City _____ St _____ Zip _____

Contact Person _____

Architect/Engineer/Developer:

Company _____ Telephone _____

Email _____

Contact Person _____

General Contractor:

Contractor _____ Telephone _____

Email _____

Contact Person _____

Plan submittals shall include the following information:

- Two Sets of plans
 Any additional information that may be required to complete the plan review.

PLAN REVIEW FEES DUE PRIOR TO THE RETURN OF WRITTEN REVIEW.

DATE _____