



# JACKSON FIRE DEPARTMENT

“Educating the Community about Fire Safety”

## Fire Protection Application Permit Flow Chart

### New Sprinkler, Fire Alarm and Fire Suppression Systems

#### New Sprinkler Systems (Or the addition / modification of 21 or more sprinkler heads in an existing system)

1. Send plans to:
  - State of Wisconsin for approval
2. We will need 1 set of State approved plans sent to us
  - a. Jackson Fire Department  
P O Box 527  
W204 N16722 S. Jackson Dr.  
Jackson, WI 53037
3. Complete JFD's Fire Protection Application Permit (FPAP)
  - a. Acceptance test - \$100.00
4. Submit FPAP with local permit fees
  - a. Check payable to Village of Jackson Fire Department
5. We will return to you
  - a. Letter of confirmation
  - b. Copy of the FPAP
6. Work may begin
7. JFD personnel must witness all tests pertinent to the proper operation of the system being installed (Hydrostatic, Drain, Flow, Air, Fire Pump, etc.)
8. JFD personnel must perform a final visual inspection of the system after installation is complete
9. The installer of the sprinkler system shall provide a minimum notice of 2 business days to the JFD prior to the performance of any inspection or test to the system.
10. Alarm monitoring shall be live after final inspection.

**Additions or modifications of existing Sprinkler Systems (20 or less sprinkler heads)**

1. JFD reserves the right to have a third party consultant review the plans for the addition or modification of an existing sprinkler system of 20 or less sprinkler heads.
  - a. Contact us at 262-677-3811 to discuss the project
  - b. If we decide plans need to be reviewed they will be reviewed by:
    - i. James Dorn  
3770 N. Cross Creek Circle  
Appleton, WI 54913-3194
2. Complete JFD's Fire Protection Application Permit (FPAP)
  - a. Acceptance test - \$100
3. Submit FPAP with local permit fees
  - a. Check payable to Village of Jackson Fire Department
4. Submit on company letterhead the following information
  - a. Address of property
  - b. Company Job Number if applicable
  - c. Scope of work to be done
  - d. Start date
5. Copy of plans
6. We will return your copy of the FPAP
7. Work may begin
8. JFD personnel must perform a final visual inspection of the system after installation is complete
9. The installer of the sprinkler system shall provide a minimum notice of 2 business days to the JFD prior to the performance of any inspection or test to the system.
10. Alarm monitoring shall be live after final inspection.

**New Fire Alarm Systems (Or the addition / modification of 21 or more devices in an existing system)**

1. Send plans to:
  - a. State of Wisconsin for approval
2. We will need 1 set of State approved plans sent to us
  - a. Jackson Fire Department  
P O Box 527  
W204 N16722 S. Jackson Dr.  
Jackson, WI 53037
3. Complete JFD's Fire Protection Application Permit (FPAP)
  - a. Acceptance check - \$50.00
4. Submit State approved plans with completed Fire Protection Application Permit (FPAP)
  - a. Check payable to Village of Jackson Fire Department for local fees
5. We will return to you
  - a. Letter of confirmation
  - b. Copy of the FPAP
6. Work may begin
7. JFD personnel must perform a final visual inspection of the system after installation is complete
8. JFD personnel must witness an in house alarm test and a dial out alarm test
9. The installer of the Fire Alarm system shall provide a minimum notice of 2 business days to the JFD prior to the performance of any inspection or test to the system.
10. Alarm monitoring shall be live at final inspection.

**New Fire Alarm Systems with 20 or less devices in the system**

1. Contact the JFD at 262-677-3811 for permit fees

## **Fire Suppression Systems – Hoods / Booths**

1. Send plans to:
  - a. Jackson Fire Department  
P O Box 527  
Jackson, WI 53037
2. Total number of plans needed
  - a. 1 set for JFD
  - b. As many sets as you, the contractor will need
3. Submit plans with completed Fire Protection Application Permit (FPAP)
  - a. Check payable to Village of Jackson Fire Department for local fees
4. We will return to you
  - a. Letter of confirmation
  - b. Copy of the FPAP
  - c. Conditionally approved plans
5. Work may begin
6. Jackson F D personnel must perform a final visual inspection of the system after installation is complete
7. Jackson F D personnel must witness a manual activation of the suppression system
8. The installer of the Fire Suppression system shall provide a minimum notice of 2 business days to the JFD prior to the performance of any inspection or test to the system.
9. Alarm monitoring shall be live after final inspection.

**Any Fire Protection System being brought back into service after being out of service or any Fire Protection System that was never completed**

1. Contact:
  - a. Jackson Fire Department at 262-677-3811 or [jfd17@jacksonwired.com](mailto:jfd17@jacksonwired.com)
2. The Jackson Fire Department will need to examine each case to see what we need to address
3. Minimum we will need a completed Fire Protection Application Permit (FPAP)
  - a. Minimum fee will be \$50
  - b. Listed under Minimum Permit Fee on FPAP
  - c. Check payable to Village of Jackson Fire Department for local fees
4. We will return to you
  - a. Letter of confirmation
  - b. Copy of the FPAP
  - c. Conditionally approved plans (if needed)
5. Work may begin
6. Jackson F D personnel must perform a final visual inspection of the system after necessary work has been completed
7. Jackson F D will inform installer what tests need to be witnessed by Jackson F D personnel
8. The installer of the Fire Protection System shall provide a minimum notice of 2 business days to the JFD prior to the performance of any inspection or test to the system that needs to be witnessed by JFD personnel.
9. Alarm monitoring shall be live after final inspection.

**Any Questions? Please contact us:**

- M – F 262-677-3811
- Chuck Ruetten, Fire Marshal or Jim Huyser, Training Coordinator

Thank you,

***Chuck Ruetten***

Fire Marshal