



# Bristol Kendall Fire Department FIRE PREVENTION BUREAU

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## Permit/Plan Review Process

The Bristol Kendall Fire Protection District (BKFD) is the Authority Having Jurisdiction (AHJ) for plan reviews, fire sprinkler, fire alarm, and other fire protection systems within the fire district. BKFD covers several areas including the City of Yorkville, parts of the Village of Montgomery, and several townships within unincorporated Kendall County. Contact BKFD if you have any questions about jurisdiction. BKFD has adopted the 2018 International Fire Code. BKFD has intergovernmental agreements with the City of Yorkville and the Village of Montgomery, there may be differences in requirements from these municipalities.

This document outlines the information and procedures required for the submittal of plans and fees. This includes architectural, site plans, engineering plans, subdivision plans, fire alarm systems, fire sprinkler systems, and kitchen hood suppression systems. All new fire protection systems and modification/alterations to existing fire protection systems require the issuance of a permit prior to the start of installation or modification.

### **PLAN REVIEW / INSPECTIONS**

Plans and applications submitted for review and permit are submitted to BKFD as above.

To be submitted:

- Two sets of plans
- One set of Electronic plans in a common windows base format.
- Manufacturers' spec sheets on all devices, piping, fittings, nozzles, etc.
- Fire Bureau Permit application and applicable fees.

Inspections / testing must be scheduled at least 48 hours in advance. Inspections are scheduled by calling **630-768-3200**. All installing contractors shall be present with completed paperwork for testing and final acceptance. BKFD does not do any testing but must be present to witness all tests.

### **Specific Requirements**

- All multi-tenant occupancies shall be provided with a weather proof RED strobe light at the entrance to the tenant space that activate upon an alarm condition in that tenant space
- A RED strobe light shall be installed by the annunciator panel or above the closest entrance to the fire alarm control panel as approved by the fire code official.
- A WHITE strobe light shall be placed above the fire department connection (FDC) and shall indicate on water flow only. Buildings with no FDC the strobe shall be located at the same location as the fire alarm annunciator or the fire alarm control panel strobe.
- The fire department connection shall be an approved five-inch (5") connection with a thirty (30) degree down turn.
- A fire hydrant shall not be more than 100 feet travel distance from the fire department connection that it serves, unless approved by the Fire Marshall.
- Commercial multi-tenant occupancies shall have an isolation control valve and water flow switch installed for each tenant space.

### **Lock Box Information**

Lock boxes (Knox Box) shall be required on the following types of occupancies.

- Commercial, Industrial, and R-1, R-2 structures.
- Multi-family residential structures that have restricted access through locked doors and have restricted access to living units.
- Health care facilities
- Other facilities as deemed appropriate by the Fire Marshall

For Knox Box information or ordering go to <https://www.knoxbox.com> .

## FEE SCHEDULE

1. **Reviews by outside agency / consultant:** To the extent that the District needs to utilize the services of an outside agency/consultant, the applicant shall pay all fees charged by the outside agency/consultant, and shall pay the District an additional administrative fee equal to 15% of the outside agency/consultant fee.
2. **Fire Alarm Systems Review Fees:** Any applicant for a building or structure having (or required to have) a fire alarm system shall pay to the District the following fee, in addition to the other fees set forth herein, for performing fire alarm system plan reviews and inspections:
  - a. A fee of \$250.00 shall be paid for the plan approval and necessary inspection of a fire alarm system. This includes 1 re-review and 2 acceptance tests.
  - b. A fee of 50% of the fire alarm review fee shall be paid for each additional set of revised fire alarm drawings.
  - c. A fee of \$100.00 shall be paid for the review of a fire alarm system in occupancies where the fire alarm system requires changes due to alterations or a change of occupant. This includes 1 inspection.
3. **Fire Sprinkler Systems Review Fees:** Any applicant for a building or structure having (or required to have) a fire sprinkler system shall pay to the District the following fees, in addition to the other fees set forth herein, for performing fire sprinkler system plan reviews and inspections:
  - a. A fee of \$300.00 plus .50 per head over 100 heads, shall be paid for the plan approval and necessary inspection of a fire sprinkler system. This includes 1 re-review and 3 acceptance tests.
  - b. A fee of 50% of the sprinkler review fee shall be paid for each additional set of revised sprinkler drawings.
  - c. A fee of \$50.00 shall be paid for witnessing of the underground flushing for the sprinkler system.
  - d. A fee of \$100.00 shall be paid for the review of a sprinkler system in occupancies where the sprinkler system requires changes due to alterations or a change of occupant. This includes 1 inspection.
4. **Standpipe System Review Fee:** Any applicant for a building or structure having (or required to have) a standpipe system shall pay to the District the following fees, in addition to the other fees set forth herein, for performing standpipe system plan review and inspections:
  - a. A fee of \$100.00 shall be paid for the plan approval and inspection of a standpipe system. This includes 1 re-review and 1 inspection.
  - b. A fee of \$50.00 shall be paid for each additional standpipe riser. This includes 1 re-review and 1 inspection.
  - c. A fee of 50% of the standpipe review fee shall be paid for each additional set of revised standpipe drawings.
  - d. A fee of \$100.00 shall be paid for the review of a standpipe system in occupancies where the standpipe system requires changes due to alterations or a change of occupant. This includes 1 inspection.

5. **Fire Pump Review Fee:** Any applicant for a building or structure having (or required to have) a fire pump shall pay to the District the following fees, in addition to the other fees set forth herein, for performing fire pump plan review and inspections:
  - a. A fee of \$100.00 shall be paid for the plan approval and inspection of a fire pump. This includes 1 re-review and 1 inspection.
  - b. A fee of 50% of the standpipe review fee shall be paid for each additional set of revised fire pump drawings.
6. **Alternate Extinguishing System Review Fee:** Any applicant for a building or structure having (or required to have) an alternate extinguishing system shall pay to the District the following fees, in addition to the other fees set forth herein, for performing alternate extinguishing system plan review and inspections:
  - a. A fee of \$200.00 shall be paid for the plan approval and inspection of a foam, dry chemical, or other alternate extinguishing system. This includes 1 re-review and 1 inspection.
  - b. A fee of \$150.00 shall be paid for the plan approval and inspection of a carbon dioxide extinguishing system up to 35 pounds and \$2.00 for each additional pound over 35 pounds. This includes 1 re-review and 1 inspection.
  - c. A fee of 50% of the alternate extinguishing system review fee shall be paid for each additional set of revised alternate extinguishing drawings.
  - d. A fee of \$100.00 shall be paid for the review of a sprinkler system in occupancies where the sprinkler system requires changes due to alterations or a change of occupant. This includes 1 inspection.
  - e. A fee of \$35.00 shall be paid to witness the test if occupant does not keep
7. **Site Plan Review Fee:** A site plan is defined as a document that describes how a parcel of land is to be improved. It includes the outlines of all structures and site improvements, such as driveways, parking lots, landscaping and utility connections. Any applicant shall pay to the District the followings fees, in addition to the other fees set forth herein, for performing site plan review.
  - a. A fee of \$50.00 per hour with a minimum of 1 hour. Includes 1 re-review.
  - b. A fee of 50% of the site plan review fee shall be paid for each additional set of revised site plan drawings.

#### **Additional Fees**

Additional inspections above provided amount in above fees will be \$75.00 ea.



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## Fire Bureau Permit Application

### Permit Type

Kitchen Fire Suppression  Fire Alarm  Fire Sprinkler  Fire Pump  Site Plan  Other

### Location of Project

Occupant Class \_\_\_\_\_ Date \_\_\_\_\_

Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

**System Installer-license #** \_\_\_\_\_

Company \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

### General Contractor

Company \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

### Plan submittals shall include

2 sets of plans, electronic version of plans, manufacture specifications, plan review/  
permit fees, and any additional information needed or requested

Applicant certifies all information supplied is correct and all applicable codes and ordinances  
will be complied with in performing the work for which the permit is issued.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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#### OFFICE USE ONLY

Fee Collect \_\_\_\_\_ Check # \_\_\_\_\_ Date received \_\_\_\_\_ Permit # \_\_\_\_\_