

Quick Reference

Fire Alarm Systems:

- All new and remodeled commercial buildings require a fire alarm system.
- Fire alarm drawings shall be submitted to the Bartlett Building Department for buildings within the corporate limits of Bartlett. In unincorporated areas plans are to be submitted to the Bartlett Fire Protection District.
- All fire commercial and multi-family fire alarm systems shall be monitored by the Fire Protection Districts dispatch center either by phone line or Keltron radio.
- Multiple occupancy buildings shall be zoned by tenant space with a white strobe light installed outside of each space which activates on a water flow alarm.
- All commercial extinguishing systems shall be connected to the building fire alarm system.
- 60 hours of back-up are required on all fire alarm systems.
- Red strobe lights shall be installed above all sprinkler connections.
- Fire alarm control panels shall be installed inside the sprinkler equipment room.
- Visual devices (strobes) are required in all rooms of a commercial building and shall be visible from all areas of the building.

Sprinkler Systems:

- Sprinkler systems are required in all commercial buildings 1500 sq. ft. or more that are within the corporate limits of the Village of Bartlett.
- Sprinkler systems are required in all buildings (0 sq. ft. or greater) commercial and residential with the exception of detached single family garages in the unincorporated areas of the Fire Protection District.
- Sprinkler drawings shall be submitted to the Bartlett Building Department for buildings within the corporate limits of Bartlett.
- For unincorporated areas, plans are to be submitted to the Bartlett Fire Protection District.
- A 4 inch Stortz connection with a 30 degree downward elbow is required on all sprinkler connections.
- Fire Pump test headers shall be installed on the exterior of the building.
- Risers shall be numbered and a zone map shall be mounted in the sprinkler room indicating area of coverage for each riser.
- Tamper switches shall be installed on all valves and connected to the fire alarm system.
- Red strobe lights are required over sprinkler connections.
- Standpipes shall have a 2 ½" to 1 ½" reducer installed at the hose connection.
- Standpipes shall be painted red.
- Sprinkler connections shall be installed on a building side which includes an improved surface. (Parking Lot, Fire Lane, etc) within 100' of a fire hydrant.

General Requirements:

- Fire Department key safes (knox box) are required on all buildings that are equipped with a fire alarm, sprinkler system, security gates, at change of ownership, change of occupancy or as required by the Fire Protection District Official.
- Fire hydrants shall be spaced in 300' increments around the perimeter of the building.
- Fire sprinkler connections shall not be blocked by utilities, parking spaces, trash enclosures or containers, shipping pallets or landscaping.
- Fire Lane signs shall be posted.
- Fire lanes shall be a minimum of 20 feet and shall be an improved surface.
- Sprinkler equipment and fire pumps rooms shall have a minimum of a 1 hour rating and shall have direct inside and outside access.
- Commercial buildings & warehouses shall number all man doors and overhead doors. Man doors shall be identified with 6 inch contrasting numbers/letters starting from the front of the building which is the "A" side, doors shall be identified sequentially from left to right "A1", "A2", "A3" etc. The side of building to the left of the building front shall be marked as the "B" sector, man doors shall be marked "B1", "B2", "B3" etc. from right to left, the rear of the building is the "C" sector and shall be marked from right to left and the side of the building to the right of the front of the building is the "D" sector. Main entrance doors shall not be marked other than the address. The same markings shall be on the inside of the doors.
- Loading dock doors shall be identified in sequential order.
- Fire extinguisher spacing shall meet requirements of NFPA.

Required Inspections:

- New and modified fire alarm and sprinkler systems.
 1. Open ceiling
 2. Hydrostatic Test
 3. Flow test
 4. Fire pump test witness
 5. Fire alarm appliances
 6. Kitchen extinguishing systems
- Final construction inspection, build out construction included.
- Change of ownership inspection.
- New occupancy inspection. (Completed after moved in).
- 48 hours notice is required for ALL inspections.

Bartlett Fire Protection District
Fire Code Requirements
Within the corporate limits of the Village of Bartlett

CHAPTER 12. FIRE CODE.

9-12A Annual Inspection Program:

9-12A-1 Authorization: The Village of Bartlett (the "Village") Building Department (the "Building Department") and the Bartlett Fire Protection District (the "Fire Department") are hereby authorized to conduct annual inspections of properties described in section 9-12A-2 herein to be performed in accordance with the provisions of this Chapter 12A.

9-12A-2 Fire Inspection Area: The following properties located within the corporate limits of the Village have been designated for annual inspections: (1) commercial and/or industrial properties located in the B-1, B-2, B-3, B-4, OR, P-1, I-1 or I-2 Districts, or within a PD Planned Development District that has been designated as office research, industrial, commercial and/or business, or within a PUD that contains industrial, commercial and/or business uses; and (2) the common areas of multi-family buildings located in the SR-5 or SR-6 Districts (including SR-5 PUD and SR-6 PUD Districts), or in a PD Planned Development District that has been designated as SR-5 or SR-6. A list of properties subject to the annual inspections is on file with the Building Department, and is updated from time to time by the Building Department.

9-12A-3 Purpose of Annual Inspection Program: The purpose of the annual inspection program is to:

- A.** Identify and control actual and potential fire hazards, or Code violations that threaten person(s) and/or property;
- B.** Inform and educate owners and tenants of sound fire protection techniques;
- C.** Identify specific fire hazards within buildings for corrective action; and
- D.** Enhance safety for employees, customers and residents occupying and/or using the above described properties.

9-12A-4 Time of Inspections:

- A.** Mandatory Inspection Period.

Beginning May 1, 2000, mandatory annual inspections shall commence for all properties listed and on file with the Building Department as updated from time to time by the Building Director.

- B.** All inspections shall be performed in accordance with the procedures set forth herein and shall be performed only on Monday through Friday, 9:00 a.m. to 4:00 p.m., excluding holidays. Restaurants shall not be inspected during the peak business hours of 11:00 a.m. to 2:00 p.m.

- 9-12-1 **Sprinkler Plans:** Sprinkler plans are to be submitted to the Bartlett Building Department and/or Bartlett Fire Protection District or the South Elgin Fire protection District.
- 9-12-2 **Sprinkler Alarms:** Add to IBC® 903.4.2 and IFC 903.4.2 to provide an outside visual/audio device over the fire department connection (red strobe light).
- A. Add to IBC® 903.6 and IFC 903.6 to provide a minimum 5 psi safety factor in the fire protection system hydraulic calculation. The system demand shall be 5 psi minimum below the seasonal low water flow test supply.
- A. Add to IBC® 903.4.3 and IFC 903.4.3 in multiple story buildings, provide floor control valves with water flow switches for each floor.
- 9-12-3 **Sprinkler Systems:** Add to IBC 903.6 and IFC 903.6 by each hydraulically calculated area on each drawing, provide a copy of the hydraulic name plate.
- A. IBC 903.6 and IFC 903.7 All references to NFPA 2002 standards are to be considered part of this code.
- 9-12-4 **Fire Sprinkler System; Fire Pump Test Header:**
1. Add - Provide an OS&Y control valve on all fire pump test headers.
2. Provide an outside test header on fire pump installations.
3. Inspector test valves shall be located in a remote location approved by the Fire Protection District.
- 9-12-5 **Manual Pulls:** Delete IFC section 907.2 (and all related exceptions). Manual pulls stations and audio visual alarm devices and alarm indicating appliances shall be provided, seen and heard in all areas of every building. All sprinkled buildings shall be provided with audio/visual devices. This will provide full building notification.
- A. Add section IFC 907.2 Where required: An approved manual, automatic or manual and automatic fire alarm system shall be provided in all use groups.
- B. **Exception:** As specified in IFC section 907.2.6 of this Code.
- C. **Exception:** Not required for single family homes.
- D. An approved automatic fire detection system shall be installed in all Use Groups, (except single-family homes) not provided with an automatic sprinkler system, and in accordance with NFPA 72. Devices, combination of devices, appliances, and equipment shall comply with section 907.1.2.

The automatic fire detectors shall be smoke detectors, except that an approved alternative type of detector shall be installed in spaces such as boiler rooms where during normal operation products of combustion are present in sufficient quantity to activate a smoke detector.

- 9-12-6 Key Boxes:** Key boxes are required outside all front entrances and all sprinkler rooms for all buildings, except single-family homes, two-family dwellings and townhouses. Provide a key box on all existing buildings that are renovated or at change of occupancy.
- 9-12-7 Fire Hydrants:** Amend IFC section 508.5 to read the fire hydrant shall be located at a minimum of 40' from the building structure. Add IBC[®] 913: Fire hydrants shall be provided around the perimeter of the building in three hundred foot (300') increments. Also, a fire hydrant shall be located within one hundred feet (100') of the fire department connection on the fire protection water supply to the building.
- 9-12-8 Additions:** Except for single-family homes, two-family dwellings and townhomes, additions to existing buildings totaling one thousand five hundred (1,500) square feet or more, the existing building and addition, regardless of fire walls or fire barriers shall be sprinkled. In addition, fire alarm systems shall be installed.
- 9-12-9 Smoke & Heat Detectors:** All buildings are required to be equipped with heat and smoke detectors tied into the fire protection district's dispatch center, except for single-family homes, two-family dwellings and townhouses.
- 9-12-10 Fire Protection Review:** All new uses and build-outs of existing uses need to be reviewed by the local Fire Protection District. The Building Department will require an approval letter from the fire district that the proposed plans have been reviewed and approved before permit is issued.
- 9-12-11 Sprinkler Controls & Fire Pumps:** IBC 903.12 and IFC 903.12 Provide a minimum of a one hour separation of sprinkler valve room and/or fire pump room. All sprinkler control and fire pump rooms shall be accessible by a direct outside access door and accessible from the inside of the building with six inch letters identifying the room.
- A.** Fire alarm panels shall be located in the sprinkler control room.
 - B.** The fire alarm wiring shall be in conduit. Fire alarm boxes and conduit shall be red in color.
 - C.** All fire alarm systems shall be of the addressable type and shall be installed per NFPA 72.
- 9-12-12 Standpipes:** Add the following

- A. IBC section 905.3 building height; revise this section so that standpipes are required in all buildings over two stories high or more than two stories below grade.
- B. All fire hose valves (1-1/2" and 2-1/2") shall be of the field adjustable type. The local authority shall approve all valves.
- C. IBC section 903.6 In all warehouses and storage areas or other buildings required by the code official, exceeding 20,000 square feet, where storage exceeds 12 feet, provide inside 2 1/2" fire hose valves with a 2-1/2" to 1-1/2" reducer. Locate the valves at each door entrance to the warehouse and/or storage areas. Provide additional 2-1/2" fire hose valves so that no portion of the warehouse and/or storage area is more than 120' maximum travel distance to a fire hose valve. Show the location of all obstructions and/or racks on the drawings where the storage exceeds.

9-12-13

Sprinkler Requirements:

The fire hose valves system piping shall be:

- A. A separate riser piping system.
- B. The 2 1/2" valves shall be supplied by a minimum of 4" with 2 1/2" drops to each valve.
- C. Where systems pressures exceed 100 psi provide Potter reduced pressure field adjustable type valves.

All buildings of all use groups, other than one and two family dwellings, greater than 1500 square feet shall be protected with an automatic fire sprinkler system installed per NFPA 13. Provide all spec warehouse buildings (Use groups S or F) with a ceiling roof height of 25 feet or greater to be protected with an ESFR fire sprinkler system or a hydraulically calculated system for class IV commodities wit rack storage calculated to the greatest storage height. All sprinkler systems shall be electronically supervised by a fire alarm system.

9-12-14

Sprinkler Building Exception: All non-residential multiple tenant buildings, will be "ring by tenant" activated by the fire a fire sprinkler system flow switch for that space or automatic fire detection and shall include a weatherproof clear outside strobe over the entrance to each tenant space as directed by the fire department. All outside strobes shall be 75 candela minimum. Fire Department sprinkler connections shall be a four inch Stortz type quick release with a thirty degree downward elbow.

9-12-16

Test Valves: Fire sprinkler system inspectors test valves shall be accessible at all times and located no more than six feet above the finished floor. On multiple riser systems test valves shall be marked as to which riser and area it tests.



Fire Alarm Permit Checklist

- All Fire Alarm submittals within the corporate limits of Bartlett must be routed through the Building Department at 228 S. Main Street. *If these plans are submitted to the Fire Protection District, they will be returned!*
- Unincorporated areas within the Fire Protection District's jurisdiction shall be submitted to The Fire Protection District at 110 S. Oak Avenue.
- Review time is 7-10 business days for each review.
- A Certificate of Occupancy for the unit where the Fire Alarm is being installed will not be issued until Alarm Permit has been approved/issued, and installed per code.
- A separate permit is required for Fire Sprinklers.

The following items are required for the application:

- ___ Miscellaneous/Repair/Remodel Permit application completely filled out.
- ___ List of Contractors
- ___ Provide the estimated cost for Fire Alarm
- ___ 4 Full Sets of complete plans for the fire sprinkler system. (Also required for all resubmittals)

The following items are required for permit approval. When items are satisfied, work can begin.

- ___ Plan review must be approved.
- ___ All contractors listed on the application must be licensed in the Village of Bartlett for **each trade** they are doing work for.
Please contact the clerk's office at 630-837-0800 regarding contractor licensing.
- ___ Permit fees must be paid.
- ___ Plan Review fees must be paid.



Fire Sprinkler Permit Checklist

- All Fire Sprinkler submittals within the corporate limits of Bartlett must be routed through the Building Department at 228 S. Main Street. *If these plans are submitted to the Fire Protection District, they will be returned!*
- Unincorporated areas within the Fire Protection District's jurisdiction shall be submitted to The Fire Protection District at 110 S. Oak Avenue.
- Review time is 7-10 business days for each review.
- A Certificate of Occupancy for the unit where the Fire Sprinkler is being installed will not be issued until Sprinkler Permit has been approved/issued, and installed per code.
- A separate permit is required for Fire Alarms.

The following items are required for the application:

- ___ Miscellaneous/Repair/Remodel Permit application completely filled out.
- ___ List of Contractors
- ___ Provide estimated cost for Fire Sprinkler
- ___ 4 Full Sets of complete plans for the fire sprinkler system. (Also required for all resubmittals)

The following items are required for permit approval. When items are satisfied, work can begin.

- ___ Plan review must be approved.
- ___ All contractors listed on the application must be licensed in the Village of Bartlett for **each trade** they are doing work for.
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