

## **OAK BROOK FIRE PREVENTION BUREAU** **GUIDELINES/CHECKLIST**

### **Please Review the Following:**

Provide **two** complete sets of plans and specifications for review and approval for either Fire Alarm, Fire Sprinkler, or a Cooking Suppression System. **Very Important: Must reference general permit number with your submittal.** If submitting plans for a Fire Alarm System there must be an **Electrical Permit Application** filled out. Submit all plan reviews to:

**Oak Brook Fire Department  
Oak Brook Fire Prevention Bureau  
1200 Oak Brook Road  
Oak Brook, IL 60523**

**\*\*\*\*Working without a permit will result in a \$750 fine in addition to normal plan review fees.\*\*\*\***

- All fire alarm/sprinkler systems/cooking suppression systems shall meet the approval of the Bureau of Fire Prevention.
- The Fire Prevention Bureau must be called first (630) 368-5220 to schedule an inspection (a minimum of 24 Hours notice is required).
- Inspections must be scheduled no later than 11:00 a.m. the day prior to be given 24-hour consideration.
- Inspections may not be scheduled within (3) business days of paying for and receiving an approved permit from the Oak Brook Bureau of Fire Prevention.
- All fire alarm systems shall meet the National Electrical Code (NEC) 2014 Edition; International Building Code, 2015; and applicable Codes, IFC 2015 Edition, IPMC 2009 Edition, NFPA 72-13, as well as other adopted codes, standards and local amendments.

### **Sprinkler Contractors:**

A hydrostatic test shall be scheduled with the Fire Prevention Bureau on the same day an open ceiling inspection is scheduled with Development Services.

### **Please Review the Following, which is recommended for special attention:**

**Provide the Fire Alarm Equipment Test Report to the inspector on the day of the inspection.**

#### **Sprinkler Systems:**

1. All control valves shall be supervised to the fire alarm control panel trouble circuit. The Inspector's test station shall be located no higher than seven feet (7') above finished floor. **Residential Sprinklers, see NFPA 13D.**
2. Please specify detail and note the required shunt switch for all elevator shafts and elevator equipment rooms with sprinkler protection.
3. Please specify, detail and note manageable areas for water flow in this building.
4. All standpipes shall be looped.

5. Please specify, detail and note a ball drip for the Fire Department Connection.
6. Provide a cabinet for Automatic Sprinkler spare heads and tools.
7. Each floor shall be zoned separately, with no zone exceeding twenty thousand square feet and a minimum of four zones per floor. (i.e. P/S, W/F, H/D, S/D).
8. Each special system needs to be listed as a separate zone on the Fire Alarm Control panel and Annunciator panel. Special systems include, but are not limited to, Hood & Duct, Pre-Acton, Halon, etc).

**HVAC duct detection will have the following minimum standards:**

1. Upon activation, the unit shall shut down.
2. The detector shall be supervised to the supervisory circuit (general alarm on request by landlord).
3. There shall be a remote Annunciator with a test switch. Provide signage at ceiling with 3" minimum font and contrasting color, visible from anywhere in the room.
4. Each unit shall be monitored as a separate zone.
5. Remote test stations shall be five feet (5') above finished floor at the location of the duct detector.
6. All HVAC systems shall shut down upon general alarm from the Fire Alarm Panel. Please specify, detail and note auto reset for HVAC with alarm reset.
7. Manual pull stations shall be double action or provided with listed guards. Location shall be within 5' of exit and in the path of travel.
8. Manual pull stations shall be at all required exits with additional pull stations as required by travel distance per Code.
9. Smoke detector location, installation and operation shall be inspected in the field prior to final approval.
10. Smoke control systems sequence of operations shall be per applicable Code requirements.

**Audio/Visual Alarms:**

This information will include, but not be limited to:

1. Ambient audio decibel rating (**minimum 70dba w/doors closed**) for each (type of) location:
  - a. Decibel rating for each (type of) device
  - b. Elevations. Spacing and Intensity of visual components
  - c. Light Pulse Characteristics

2. Fire Alarm Control Panel(s) in compliance with the adopted codes and standards as adopted and amended by the Village of Oak Brook. All FACPs shall be a wireless direct connect only to the Oak Brook Fire Department's dispatch agency.
3. You must contract with Tyco (630) 218-7515 prior to occupancy and after submittal of plans for review. To get a certificate of occupancy a Keltron must be in place prior to any testing by the Village of Oak Brook Bureau of Fire Prevention. There is a 2-3 week wait for the radio sender to be installed.
4. The Fire Alarm Control Panel and Fire Alarm Annunciator Panel with a scroll feature shall include a printer and/or LED zoning.
5. There must be appropriate signage at each ceiling duct detector.
6. Smoke detection is required above each fire alarm control panel / NAC panel for new tenant or new construction. (NFPA 72).