



East Dundee Fire Protection District
Fire Prevention Bureau
401 Dundee Avenue
East Dundee, IL 60118
847-426-7521 x410
fireprevention@edfire.com



New Tenant/Occupancy Checklist

Welcome!

On behalf of the Fire Chief and members of the Fire Protection District we would like to extend a warm and heartfelt welcome and congratulate you on your endeavors. The East Dundee Fire District takes great pride in delivering rapid, efficient, professional, and state of the art services and our Fire Prevention Bureau is looking forward to making this a safe process for you, your employees, and the public.

You can contact the Fire Prevention Bureau anytime at:

Fire Marshal Marc Quattrocchi (410)
847-426-7521 x410
847-602-6050

or

You may also contact the Fire Chief at:

Chief Jason Parthun
401 Dundee Ave.
East Dundee, IL 60118
847-426-7521 x40

The purpose of this document is to assist new tenants and occupants through the Certificate of Occupancy process regarding Fire and Life Safety, and what to expect every year from the Fire Prevention Bureau as it relates to inspections, and compliance with the Fire Code.

This is not an application or permit!

General

As soon as it is received, fill out and submit the attached contact form. This information can only be accessed by the Fire District and the 911 center in case of emergencies. – *This is required for Occupancy*

Plan Reviews/Permit Applications

If building a new structure, renovating a space or building, adding fire protection, or making changes to current systems in place. A permit must be applied for. Permit applications can be found at <https://edfire.com/forms> along with all information regarding the permit process.

Two complete sets of drawings are to be submitted on paper for approval and returning as approved for onsite display and kept by the contractor, and or owner. All support documentation and one copy of the drawings are to be submitted electronically on an approved format by the fire code official.

If any work being conducted requires a Fire District Permit and that permit has not been obtained, a violation will be issued at the cost stated on the Fire Districts Fee Schedule.

Any change of occupancy even ownership of an occupant per the Fire Code will result in upgrading, or adjustments of the Fire and Life Safety Systems.

Sprinklers

Plans for the addition of a new system, or alterations of a current system must be submitted to Fire Safety Consultants Inc. FSCI is a third-party plan reviewer who is contracted by the East Dundee Fire District to handle all new and existing Sprinkler system plan reviews.

If 20 or more sprinkler heads are added or relocated a Hydrostatic test must be conducted on the Sprinkler system and the Fire Prevention Bureau must witness this test.

Fire Alarms

If adding a new, or adjusting the current Fire Alarm System, a final acceptance test must be completed with the Fire Prevention Bureau and the contracted alarm company.

The Compliance Engine

(Brycer)

The Compliance Engine is an internet-based tool which third-party contractors who inspect, test, and maintain:

- Fire Alarms
- Sprinklers
- Standpipes
- Fire Pumps
- Suppression Systems
- Kitchen Exhausts
- Kitchen Hoods
- Smoke Controls
- Fire Escapes
- Fire Doors
- Emergency Generators

Will submit their reports directly to the East Dundee Fire Prevention Bureau, facilitating a more efficient review, tracking, and follow up process with occupants to correct deficiencies and maintain systems. The Compliance Engine is an adapted ordinance where all contracted companies must upload their reports to the engine.

By the East Dundee Fire District Ordinances, required applications, forms, permits, plans, documents, inspections, and fees must be received and approved before project(s) are finalized and/or approved for Occupancy.