



**East Dundee Fire Protection District**  
**Fire Prevention Bureau**  
401 Dundee Avenue  
East Dundee, IL 60118  
847-426-7521 x410  
[fireprevention@edfire.com](mailto: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.**



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**EMERGENCY CONTACT FORM**

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

***Business Hours:***

Mon-Fri: \_\_\_\_\_ thru \_\_\_\_\_ Sat: \_\_\_\_\_ thru \_\_\_\_\_ Sun: \_\_\_\_\_ thru \_\_\_\_\_

***\*PLEASE LIST KEYHOLDERS AND PHONE NUMBERS THAT CAN BE REACHED AFTER NORMAL BUSINESS HOURS IN THE EVENT OF AN EMERGENCY\****

***1st to be called:***

Name: \_\_\_\_\_ Home: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Key Holder       Manager       Business Owner       Building Owner

***2nd to be called:***

Name: \_\_\_\_\_ Home: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Key Holder       Manager       Business Owner       Building Owner

***3rd to be called:***

Name: \_\_\_\_\_ Home: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Key Holder       Manager       Business Owner       Building Owner

***Business Owner Information***

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

***Property Owner Information***

Same as Business Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



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## **Fire Safety Guideline**

*\*Occupants will have at a minimum One Fire Inspection completed each calendar year by the Fire Prevention Bureau\**

### ***Access and Premises***

- Building address should be clearly visible from street.
- Exterior access should be clear.
- Fire department connection should be clearly visible and accessible.
- Knox box should be accessible and have proper keys for the complete building.
- Fire hydrants should be visible and accessible.

### ***Means of Egress***

- All exit doors should be visible, accessible, and fully functional.
- All exit doors should readily open from the inside without the use of a key or special knowledge or effort.
- All required fire doors must be self-closing and latch in the closed position.

### ***Electrical***

- Cover plates should be installed on all electrical receptacles.
- All circuits should be properly labeled on all panels.
- Fire Alarm circuit is locked out.
- There should be 36 inches of clear access in front of all electric panels.
- Extension cords should not be used, except for temporary power.
- All extension cords should be heavy duty, in good condition, and used for small appliances only.
- All extension cords should be grounded.

### ***Egress Lighting***

- All means of egress should be properly illuminated when the building is occupied.
- All emergency lighting units should be operable and properly located to illuminate all portions of the means of egress (push test button to check).
- All exit signs should be properly illuminated, and battery back-up should operate (if required- push button to check).

### ***Occupant Load Signs***

- All occupant load signs should be posted and visible.

### ***Fire Extinguishers***

- All extinguishers should have a tag proving it has been inspected by an approved agency within the past 12 months.
- Generally, fire extinguishers should be installed with 75 feet of all areas of the building.
- All extinguishers should be visible and readily accessible.
- All extinguishers should meet the minimum required rating, or should be installed

for special hazards.

- All extinguishers should be installed at the proper height above the floor.

### ***Fire-Alarm System***

- An annual fire-alarm system functional performance test needs to be performed and the results submitted via [thecomplianceengine.com](http://thecomplianceengine.com) by the certified alarm company to the East Dundee Fire Bureau
- All single- or multiple-station smoke alarms (detectors) should be operating properly (batteries should be replaced annually).

### ***Fire-Sprinkler System***

- An annual fire-sprinkler-system (including standpipes or fire pump) inspection, testing, and maintenance needs to be performed and the results submitted via [thecomplianceengine.com](http://thecomplianceengine.com) by a certified sprinkler company to the East Dundee Fire Bureau
- All system components must have proper signage.
- All control valves must be accessible
- All valves must be supervised and/or chained in the open position.
- Spare sprinkler box must be provided with spare sprinkler heads and wrench.
- Nothing may be attached to any part of the sprinkler system.
- All sprinkler heads must have a clearance of 18 inches from any decoration, display, or Storage.
  - If not sprinklered then storage must be 2' from ceiling

### ***Special Suppression Systems (Kitchen Wet Chemical, Clean Agent, Etc.)***

- Annual or semi-annual special fire-suppression system inspection, testing, and Maintenance needs to be performed and the results submitted via [Thecomplianceengine.com](http://thecomplianceengine.com) to the East Dundee Fire Bureau
- Suppression nozzles provide proper designed coverage.
- Hand pull must be located properly on the way out of the hood area.
- All cooking equipment and components (hoods, ducts, filters, etc.) must be free of grease.
- Hood & Duct Clean and Current Tag
- Kitchens utilizing deep fat or oil fryers must have a "K" model, wet chemical Extinguisher specifically for the fryers
- Hood and Duct system must be cleaned, inspected, and tagged by a licensed company

### ***Storage and Maintenance of Building Areas***

- All trash and waste should be removed from the building daily.
- All oily rags or similar materials should be stored in approved metal containers.
- All combustible materials should be stored in an orderly manner.
- No combustibles should be stored in any portion of the means of egress.
- All interior finishes should meet the code requirements for the type of occupancy.

### ***Combustible or Flammable liquids***

- All combustible or flammable liquids should be properly stored in approved containers or cabinets.
- All compressed gas containers (tanks) should be secured to prevent from falling or being knocked over. We encourage the use of chain(s) for this purpose. Rope and bungee cords have a stretch component and are subject to degradation by fire. The containers (tanks) can also be nested together or in rack storage.
- Combustible or flammable liquids not in retail size containers are prohibited from being in a public assembly building unless properly stored in an approved flammable storage cabinet. This includes fuels contained in weed trimmers, lawn mowers, snow throwers etc.

### ***Elevators***

- All elevators must be currently certified including inspection, testing and maintenance

### ***Fire Restrictive Construction***

- All ceiling, floors, walls, and pipe chases should be sealed to prevent fire from spreading.

### ***Permits***

- The East Dundee Fire District utilizes a Permit Program. Applications must be submitted and approved to install, alter, or operate including but not limited to:

- Fire Alarms
- Sprinkler Systems
- Suppression Systems
- Kitchen Suppression Systems
- Spray Booths
- High Rack/High Piled Combustible Storage
- Solar Panels
- Open Burns
- Energy Storage Systems
- Mobiles Food Trucks
- Temp Amusement rides and Inflatables
- Above and Underground Storage Tanks
- Fireworks/ Pyrotechnics
- Tents/ Temporary Structures

**If you have any questions, please feel free to reach out to the Fire Prevention Bureau or you can visit us at our website**

**[www.EDFire.com](http://www.EDFire.com)**

*Disclaimer: This guideline is not an official inspection form and cannot be turned in, in placement of an official inspection by the Fire Prevention Bureau*



# EAST DUNDEE FIRE DISTRICT FEE SCHEDULE



**Business Name:**

**Date:**

**Project Name:**

**Primary Contact Name:**

**Address:**

**Email Address:**

All plan review fees include up to two reviews and 2 inspections. Any additional reviews will result in additional fees as shown in their respective tables. Any additional inspection past the two allotted inspections will result in additional fees as shown in the “Additional Inspections” tables.

**CHECKS:** Checks must be made payable to the “East Dundee Fire District.” Include the project address and review type in the memo line. *Example: “123 Main Street, Suite B. Fire Alarm Review”.*

**TIME:** Plan Reviews must be submitted 14 days prior to start of construction to allow for reviews and resubmittals.

**EXPEDITED REVIEWS:** Expedited reviews can be requested for certain projects. The request must be approved by the fire prevention bureau. Expedited reviews constitute doubling the plan review fee and reduce the review time to five business days. Please note that submittals that are missing information or need corrections may exceed the five business day turnaround time.

**3RD PARTY REVIEW FEES:** Based on the complexity of a plan review, plans may be sent out to a 3<sup>rd</sup> party code consultant for review. Payment for associated fees shall be the responsibility of the submitting party. The Fire District fee of \$150.00, will be charged to the submitting party. By the Fire Distirct

**ANY WORK OR PERMITABLE OPERATIONS BEING CONDUCTED WITHOUT THE APPROVAL FROM THE FIRE DISTRICT WILL CONSTITUTE THE PLAN AND OR PERMIT FEE DOUBLING**

### IMPACT FEES (Village Of East Dundee only)

Industrial	\$1,222.00	Per Acre
Commercial	\$2,581.00	Per Acre
Residential	\$363.00	Per Unit

Sub Total:



# EAST DUNDEE FIRE DISTRICT FEE SCHEDULE



## FIRE CODE PLAN REVIEW (IFC 2021)

**(REQUIRED)**

0-500 sq ft	\$100.00
501 - 1000 sq ft	\$150.00
1001-5,000 sq ft	\$200.00
over 5000 sq ft	\$250.00

Sub Total:

## CONSULTATIONS

Basic Fire Code Review includes General Precautions, Emergency Planning, Fire Service Features, etc,	\$200.00
Special Fire Code Review includes Basic plus High Hazard, Special Hazard, or Special Facilities	\$400.00

Sub Total:

## SITE/BUILDING PLANS

Plan Review	\$100.00	
	<i>*plus*</i>	
1 through 10 acres	\$5.00	Per Acre
11 through 99 acres	\$10.00	Per Acre
greater than 100 acres	\$15.00	Per Acre

Sub Total:





# EAST DUNDEE FIRE DISTRICT FEE SCHEDULE



## FIRE ALARMS (NFPA 72)

Plan Review \$100.00

*\*plus\**

Projects less than 5,000 Sq Ft  
\$0.10 per sq ft

Projects Greater than 5,000 Sq Ft

Total Number of Alarm Devices

1 to 20	\$200.00
21 to 40	\$350.00
41 to 60	\$500.00
61 to 80	\$650.00
81 to 100	\$800.00
Over 100	\$1,000.00 + \$5.00 per device

### REQUIRED INSPECTIONS:

Above Ceiling and Final Acceptance Inspection \$200.00

As Built Drawings as required regardless of the number of Devices \$100.00

Sub Total:

## SPRINKLERS & SUPPRESSION SYSTEMS (NFPA 13,13R,13D,17,17A)

Plan Review (Completed by FSCI) \$150.00

*INSPECTIONS:*

Under Ground Flush \$100.00  
Above Ceiling & Hydrostatic \$200.00

### REQUIRED INSPECTIONS:

Final inspections \$100.00

Sub Total:



# EAST DUNDEE FIRE DISTRICT FEE SCHEDULE



## KITCHEN SUPPRESSION SYSTEMS (NFPA 96)

Plan Review total number of nozzles:

1 to 10	\$200.00
11 to 20	\$300.00
over 20	\$300.00 + \$5.00 per additional nozzle

*\*plus\**

### REQUIRED INSPECTIONS:

Initial & First Reinspection	\$100.00
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As Built Drawings as required regardless of the number of nozzles	\$100.00
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Sub Total:

## SPRAY BOOTHS (NFPA 33)

Plan Review	\$200.00
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*\*plus\**

### REQUIRED INSPECTIONS:

Initial & Final Inspection	\$50.00
Additional Inspections	\$100.00 each

As Built Drawings as required regardless of the number of nozzles	\$100.00
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**\*\* Does not include spray booth fire protection(s) systems \*\***

Sub Total:



# EAST DUNDEE FIRE DISTRICT FEE SCHEDULE



## HIGH RACK/ HIGH PILED COMBUSTIBLE STORAGE (NFPA 231C /NFPA 231D / IFC 3201.1)

### Plan/Permit Review

#### High-piled Combustibles-

Storage of combustible materials in closely packed piles or on pallets, in racks or on shelves where the top of the storage area is greater than 12 feet	\$100.00	<500 sq ft
	\$250.00	>500 sqft

#### High-piled high-hazard commodities-

Storage such as rubber tires, Group A plastics, flammable liquids, idle pallets, and similar materials where the top of the storage exceeds 6 ft	\$300.00	<500 sq ft
	\$500.00	>500 sq ft

**\*\* Does not include fire protection(s) systems \*\***

### REQUIRED PERMITTED FEES:

Final Inspection	\$100.00
As Built Drawings as required regardless of the size or commodity	\$100.00

Sub Total:

### FIRE INSPECTIONS

Annual Life Safety Inspection	\$0.00
1st Reinspection	\$0.00
2nd Reinspection	\$50.00
3rd Reinspection	\$100.00
4th Reinspection	\$100.00

Sub Total:



# EAST DUNDEE FIRE DISTRICT FEE SCHEDULE



## IFC 2021 & EAST DUNDEE ORDINANCE CODE VIOLATIONS

See Local Amendment

[A] 112.4 Violations penalties:

Not less than \$50.00 nor more than \$1,000.00  
plus  
All legal fees and all cost caused by enforcement

Sub Total:

## FALSE ALARM VIOLATIONS

1st & 2nd False Alarm	Violation Warning	
3rd False Alarm	\$50.00	
4th False Alarm	\$100.00	
Over 4 False Alarms	\$150.00	For each additional alarm

Sub Total:

## FINAL OCCUPANCY INSPECTIONS

0-500 sq ft	\$100.00
501 - 1000 sq ft	\$150.00
1001-5,000 sq ft	\$200.00
over 5000 sq ft	\$250.00

Sub Total:

## SOLAR PANEL REVIEWS

Residential	\$200.00
Commercial	\$500.00
	or
	\$0.10 per sq ft
	Whichever is greater

Sub Total:



# EAST DUNDEE FIRE DISTRICT FEE SCHEDULE



## OPERATIONAL PERMIT FEES

Above ground storage tanks	\$100.00	per operational period
Underground storage tanks	\$200.00	per operational period
Energy Storage Systems	\$100.00	per operational period
Mobile Food Trucks	\$100.00	6 Months
Temporary Amusement Rides	\$100.00	per operational period per ride
Inflatable Rides	\$50.00	per operational period per ride

## TENTS / TEMPORARY STRUCTURES

Plan Review	\$50.00	
	or	
	\$0.05	Per Sq Ft
	Whichever is greater	per operational period

## PRESCRIBED/OPEN BURNS

Residential	\$50.00	per operational period
Commercial	\$100.00	per operational period
Government Agencies	Call Fire Prevention Bureau	

## FIREWORKS/ PYROTECHNICS DISPLAYS

<i>Pyrotechnic Displays</i>		
Permit	\$200.00	Per Display
<i>Fireworks Displays</i>		
Permit	\$250.00	Per Display
<b>**Firework Displays requires a fire suppression vehicle standby**</b>		
<i>Laser Displays</i>		
Permit	\$100.00	Per Display

## REQUIRED PERMITTED FEES:

Set up & Final Inspection	\$100.00	Sub Total:
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Grand Total: \$0.00