

East Dundee and Countryside Fire Protection District

New Tenant & Occupant Welcome Packet

401 Dundee Ave.
East Dundee IL 60118



www.edfire.com
Fireprevention@edfire.com

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

This document aims 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 regarding inspections and compliance with the Fire Code.

This is not an application or permit!

General

The Fire District has adopted the 2021 International Fire Code (IFC) along with local East Dundee Fire District local ordinances. These ordinances can be found on our website at www.EDFIRE.com

When you receive it, fill out and submit the attached contact form. Remember to include the square footage of your suite or buildings. The Fire District and the 911 center can only access this information in emergencies. *This is required for Occupancy.*

Plan Reviews/Permit Applications

You must apply for a permit with the Fire District and the local Village or County you are in if you are completing new structure construction, space renovation, building additions, fire protection additions or alterations, changing current systems in place, or completing demolition. Permit applications and information regarding the permit process for the Fire District can be found at <https://edfire.com/forms>.

Per the Fire District's local ordinance section 106.1.1, drawings must be submitted electronically in an approved format by the fire code official, returned as approved for onsite display and kept by the contractor/owner. All required support documentation must also be submitted electronically in an approved format by the fire code official.

Per the Fire District's local ordinance section 105.1.1, any work, construction, additions, renovations, or permissible operations as defined and/or required by the code conducted without the approval of the fire code official will constitute the implementation of Section 112.4 Violation Penalties, including the doubled original permit fee as outline in the East Dundee Fire Districts Fee Schedule.

Per the Fire District's local ordinance, either of the following shall be considered as a change of occupancy where the code requires a greater degree of safety, accessibility, structural strength, fire protection, means of egress, ventilation, or sanitation than is existing in the current building or structure:

1. Any change in the occupancy classification of a building or structure.
2. Any change in the purpose of, or a change in the level of activity within, a building or structure.
3. Any change in ownership of a building, structure, or occupancy.

All new occupancies require an occupancy inspection before opening for business.

Sprinklers

Plans for adding or altering a system must be submitted to Fire Safety Consultants Inc. FSCI, a third-party plan reviewer with whom the East Dundee Fire District contracts to handle all new and existing Sprinkler system plan reviews.

If 20 or more sprinkler heads are added or relocated or a new system is added, the sprinkler system must undergo a hydrostatic test, which the Fire Prevention Bureau must witness.

Fire Alarms

Plans for adding or altering a system must be submitted directly to the Fire District. If a new Fire Alarm System is added or adjusted, the Fire Prevention Bureau and the contracted alarm company must complete a final acceptance test.

The Compliance Engine

(www.thecomplianceengine.com)

The Compliance Engine is a simple, web-based service required and written in the district's ordinance for code officials to track and drive inspection, testing, and maintenance code compliance for fire protection systems.

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

Contractors 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.

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

East Dundee and Countryside Fire Protection District

Fire Safety Guideline

401 Dundee Ave.
East Dundee IL 60118



www.edfire.com
Fireprevention@edfire.com

Access and Premises

- The building address should be visible from the street.
- Exterior access should be clear.
- Fire department connections should be visible and accessible.
- The 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 using 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.
- The fire Alarm circuit is locked out.
- There should be 36 inches of clear access before 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 the test button to check).
- All exit signs should be properly illuminated, and battery backup should operate (if required- push the button to check).

Occupant Load Signs

- All occupant load signs should be posted and visible.

Fire Extinguishers

- All extinguishers should have a tag proving an approved agency has inspected them within the past 12 months.
- Generally, fire extinguishers should be installed within 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

East Dundee and Countryside Fire Protection District Fee Schedule

401 Dundee Ave. East Dundee IL 60118

www.edfire.com

fireprevention@edfire.com

The East Dundee Fire District now completes plan reviews digitally. Please see local ordinance **106.1.1 Submittals** for requirements.

All plan review fees include up to two (2) reviews and two (2) inspections. Any additional reviews will incur additional fees, as shown in their respective tables. Any further inspection past the two allotted inspections will incur additional fees, as shown in the "Additional Inspections" tables below.

PAYMENTS:

The East Dundee Fire District accepts two (2) types of payments.

Cash is not accepted!

ONLINE PAYMENT

If you choose to pay online, The East Dundee Fire District utilizes "**Square**" as an online payment platform. Invoices will be created by the Fire District and emailed directly to the submitter. "*Service fees will apply.*"

CHECKS

If you choose to pay by check, you must notify the Fire District so the invoice may be adjusted, and service fees will be removed. Checks must be made payable to the "East Dundee Fire District."

In the memo line, include the project address and review type. For example, "123 Main Street, Suite B. Fire Alarm Review."

LATE FEES

All invoices must be paid in full by the due date stated on the submitted invoice. If payment is not met by its due date, a 10% increase in the total invoice will be applied.

TIME:

Once all required documentation and plans are submitted, the Fire Prevention Bureau will add your project to the queue for review. Reviews can take up to 14 business days to be submitted.

EXPEDITED REVIEWS:

Expedited reviews may be requested for projects. The Fire Marshal must approve the request, and all fees must be paid before the review process begins.

EXPEDITED REVIEW FEES/TIME:

Expedited review fees will double the total cost of the review project. All costs must be paid prior to the start of the expedited review process.

3RD PARTY REVIEW FEES:

Based on the complexity of a plan review, plans may be sent to a third-party code consultant for review. The submitting party is responsible for payment of associated fees, including the Fire District's third-party review fee.

INSPECTIONS

Inspections must be scheduled 72 hours in advance with the Fire Marshal. Any expedited inspection requests will constitute the inspection fee doubling.

DISCLAIMER!!

ANY WORK OR PERMITTABLE OPERATIONS BEING CONDUCTED WITHOUT THE FIRE MARSHAL'S APPROVAL WILL CONSTITUTE THE PLAN AND OR PERMIT FEE DOUBLING, PLUS THE ADDED COST OF VIOLATION FEES PER LOCAL ORDINANCE 112.4.

EAST DUNDEE FIRE DISTRICT 2021 IFC & LOCAL ORDINANCE CODE VIOLATION FEE

112.4 Violation Penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair, or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of **an ordinance violation punishable by a fine of not less than Fifty (\$50.00) Dollars nor more than one Thousand (\$1000.00) Dollars per violation, plus all legal fees and all cost caused by enforcement.** Such fees and expenses shall include but are not limited to, **staff costs of inspections or re-inspections, legal fees, and staff costs of enforcement.** Each day a violation continues after due notice has been served shall be deemed a separate offense.

(Not less than \$50.00, no more than \$1,000.00 per violation + all legal fees and all costs caused by enforcement.

FIRE INSPECTIONS

Annual Life Safety
Inspection
\$0.00

1st
Reinspection
\$0.00

2nd
Reinspection
\$100.00

3RD
Reinspection
\$150.00

4th
Reinspection
\$200.00 + **violation fees**

FIRE CODE PLAN REVIEW (2021 IFC & Local Ordinances)

0-500 sq ft
\$150.00

501-1,000 sq ft
\$200.00

1,001-5,000 sq ft
\$250.00

>5,000 sq ft
\$300.00

FINAL OCCUPANCY INSPECTIONS (Includes required Fire Plan Review Costs)

0-500 sq ft
\$250.00

501-1,000 sq ft
\$350.00

1,001-5,000 sq ft
\$450.00

>5,000 sq ft
\$550.00

FALSE ALARM VIOLATIONS

1st & 2nd False Alarm
Warning

3rd False Alarm
\$50.00

4th False Alarm
\$100.00

Over 4 False Alarms
\$200.00 per each additional

NUISANCE ALARM RESPONSE VIOLATIONS

1st response
\$50.00

2nd Response
\$75.00

3rd Response
\$100.00

Over 4 Nuisance alarm responses
\$150.00 + Violation fees

CONSULTATIONS

Basic Fire Code Review

(Includes general precautions, emergency planning, fire service features, etc.)

\$200.00

Special Fire Code Review

(Includes basic review + High hazard, Special hazard, Assembly hazard, or special facilities)

\$400.00

IMPACT FEES (Village of East Dundee only)

Industrial

\$1,220.00 per acre

Commercial

\$2,581.00 per acre

Residential

\$363.00 per unit

SITE PLAN

Plan Review

\$100.00

+ (plus)

1 – 10 acres

\$10.00 per acre

11 – 00 acres

\$15.00 per acre

>100 acres

\$20.00 per acre

BUILDING PLAN OR ADDITION

Plan Review

\$100.00

+ (plus)

0-500 sq ft

\$150.00

501-1,000 sq ft

\$200.00

1001-5,000 sq ft

\$250.00

>5,000 sq ft

\$300.00

DEMOLITION PLAN

Plan Review

\$100.00

+ (plus)

0-500 sq ft

\$150.00

501-1,000 sq ft

\$200.00

1001-5,000 sq ft

\$250.00

>5,000 sq ft

\$300.00

FIRE ALARMS
(NFPA72)

Plan Review
\$150.00

+ (plus)

Projects <5,000 sq ft
\$.15 per sq ft

Or

Projects >5,000 sq ft

1-20 devices
\$200.00

21-40 devices
\$350.00

41-60 devices
\$500.00

61-80 devices
\$650.00

81-100 devices
\$800.00

>100 devices
\$1,000 + \$5.00 per
each additional device

+ (plus)

Above ceiling and final acceptance
\$200.00

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

(All Sprinkler and Suppression systems reviews must be submitted to Fire Safety Consultants Inc (FSCI) for review and approval by FSCI and the Fire Marshal.
Separate FSCI Fees are the responsibility of the Submitter.

Sprinkler Plan Review
\$200.00

Sprinkler Modification Plan Review
\$150.00 + \$10.00 per device

+ (plus)

Underground Flush
\$100.00
(where required)

Hydrostatic & Above Ceiling rough-in
\$200.00

(Hydrostatic testing is required on all new installs or when over 20 heads have been modified, installed, or where new lines are added to existing systems)

Final Acceptance
\$100.00

KITCHEN SUPPRESSION SYSTEMS
(NFPA 96)

1 to 10 nozzles
\$200.00

11 to 20 nozzles
\$300.00

Over 20 nozzles
\$350.00 + \$5.00 per additional
nozzle

+ (plus)

Initial & Final Inspection
\$100.00

HIGH RACK / HIGH-PILED COMBUSTIBLE STORAGE
(NFPA 231C /NFPA 231D/ IFC 2021 SEC 3201.1)

PLAN & PERMIT REVIEW

High-Piled Combustible

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.

<500 sq ft
\$200.00

>500 sq ft
\$350.00

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 feet.

<500 sq ft
\$400.00

>500 sq ft
\$600.00

Required Inspections

Final Inspection
\$100.00

Disclaimer: Does not include required upgrades to the Fire protection system(s)

SOLAR PANELS / ENERGY STORED SYSTEMS / EV CHARGING STATIONS

Residential Plan Review

\$250.00

Commercial Plan Review

\$500.00

Or

\$0.10 per sq ft

(Whichever is greater)

+ (plus)

Energy Storage Systems Permit

\$100.00

SPRAY BOOTHS

Plan Review

\$200.00

+ (plus)

Initial & Final Inspection

\$50.00

Additional Inspections

\$100.00 each

Disclaimer: Does not include Spray booth required Fire protection system(s)

OPERATIONAL PERMITS

(All operational permits have their required inspection)

Aboveground Storage Tanks

\$150.00 per operational period

Mobile Food Trucks

\$150.00 Annually

Underground Storage Tanks

\$250.00 per operational period

Temporary Amusement Rides

\$100.00 per operational period per ride

Energy Storage Systems

\$100.00 per operational period

Inflatable Rides

\$50.00 per operational period per ride

PRESCRIBED / OPEN BURNS

Residential

\$50.00 per operational period

Commercial

\$100.00 per operational period

Government/Non-for Profits

Call Fire Prevention Bureau for Pricing

TENTS AND TEMPORARY STRUCTURES

If applicable

Tent Plan Review

\$100.00

+ (plus)

Permit Cost

\$50.00 per 180 days

Or

\$0.05 per sq ft per 180 days
(Whichever is greater)

FIREWORKS / PYROTECHNICS DISPLAYS

Pyrotechnic Displays

\$200.00 per display

Fireworks Displays

\$250.00 per display

(Firework Displays Require a Fire Suppression Vehicle Standby)

Laser Displays

\$100.00 per display

+ (plus)

Set up and final inspection.

\$100.00

(Disclaimer: Fees do not include the crew or apparatus rates for the required apparatus standby)

EAST DUNDEE FIRE DISTRICT ONLINE PAYMENT SURCHARGES

Online card transaction

3.3% + \$0.30

In-person (tap/dip/swipe)

2.6% + \$0.10

Manually Entered card payment

3.5% + \$0.15

EAST DUNDEE FIRE DISTRICT CREW RATES

Chief Officer
\$140.00 per hour.

Firefighter/Paramedic
\$70.00 per hour.

Fire Marshal
\$100.00 per hour.

EAST DUNDEE FIRE DISTRICT VEHICLE RATES

Ambulance

Event Standby
\$150.00 per hour.

Incident Rate
\$250.00 per hour.

Fire Apparatus

Event Standby
\$150.00 per hour.

Incident Rate
\$250.00 per hour.

