Fire Prevention Bureau
INFORMATION PACKAGE

Evanston Fire & Life-Safety Services
909 Lake Street
Evanston, IL. 60201
Phone: 847-448-4311
Fax: 847-866-8729

Division Chief: Tom Janetske
847-866-5935
tjaneske@cityofevanston.org

Captain: Tim Migon
847-866-5934
tmigon@cityofevanston.org

Captain: Pat Novak
847-866-5936
pnovak@cityofevanston.org

Plan Reviewer: Michael Rons
847-866-5929
mrongs@cityofevanston.org
Submittal Process

For all Fire Alarm/Protection Submittals, please provide the following:

1. A completed Fire Alarm/Suppression Permit Application describing scope of work.
2. Please make sure that you include your email address and work evaluation on the application.
3. A copy of your State of Illinois Fire Sprinkler Contracting License/Fire Alarm License.
4. A copy of your Electrical License from a municipality that has an electrical commission.
5. For Fire Alarm Systems, include a list and the number of devices used.
6. One complete set of plans, cut sheets, and calculations. Three (3) additional copies of the plans will be needed after plan review is approved.
7. Permit fees will be assessed at the end of the plan review process. DO NOT send a payment with the plan submission.

All fire department plan review will be completed by Evanston Fire & Life-Safety Service. Plans shall be submitted to the following location:

Evanston Fire & Life-Safety Services
909 Lake Street
Evanston, IL 60201

Current Codes Adopted by the City of Evanston

- 2003 International Fire Code (IFC)
- 2003 International Building Code (IBC)
- 2003 International Residential Code for One and Two family Dwellings (IRC)
- 2003 International Plumbing Code
- 2003 International Mechanical Code
- 2003 International Fuel Gas Code
- 2005 National Electric Code (NFPA 70)
- 2003 International Property Maintenance Code (IPMC)
- 2009 International Energy Conservation Code

Standards Referenced by the City of Evanston

- 2002 NFPA 13 Installation of Sprinkler Systems
- 2010 NFPA 72 National Fire Alarm and Signaling Code
- Refer to adopted codes for additional referenced standards

Additional State of Illinois codes enforced by the City of Evanston

- State of Illinois Plumbing Code
- State of Illinois Accessibility Code
City of Evanston Amendments

(Adopted by Ordinance 8-O-12)

2003 International Fire Code

1. **101.2.3: Gas shut-off valves:** All fuel burning appliances shall have individual gas shut off valves located within five feet (5') of the appliance, within the same room.

2. **108.1: Appeals:** Any person, firm or corporation affected by any decision, interpretation or order of the Fire Official made under any provision of these Codes or the standards adopted herein, may appeal such decision, interpretation, or order to the Fire Chief by filing a written notice of such intent to the office of the Fire Chief within fifteen (15) days after the day the decision, interpretation, or order was served. For purposes of this Section, a decision, interpretation, or order is served upon delivery, in the case of personal delivery, and in the case of mailing, five (5) days after deposit in the U.S. mail with first-class postage prepaid. The Fire Chief, or his/her designee, shall convene a hearing upon such appeal within ten (10) days of receipt thereof and may, when no immediate hazard exists, continue such hearing from time to time for cause. The Fire Chief shall establish reasonable rules for such hearings and shall make a record of proceedings. The rules shall be on file with the Fire Chief's office. The decision of the Fire Chief shall be deemed final as to the order or interpretation appealed from. The decision shall be in writing and shall be issued within two (2) business days of its rendering. Where there are practical difficulties in the implementation of the strict provisions of these Codes, the Fire Chief may modify such provision provided that such modification shall effect substantial conformance with the provisions hereof, provide for the public safety.

A person is "affected" for the purposes of an appeal pursuant to this Section when the person has a material or definitive interest in the decision, interpretation, or order of the official. An application for appeal shall be based on a claim that the true intent of a Code adopted by the City or the rules legally adopted thereunder, have been incorrectly interpreted, or the provision of these Codes are adequately satisfied by other means.

3. **202.0: Fire Watch:** Fire watch shall be required when determined by the Fire Official or his/her designee that a condition exists that requires trained personnel to monitor the structure.

4. **307.5: Fire Pit Regulations:** The use of fire pits will be allowed provided the following regulations are complied with:

   1. For clarity, a fire pit includes a permanent below ground fire pit, a permanent grade level outdoor fireplace or a portable outdoor fireplace, all intended to contain and control outdoor wood fires.
2. Portable fire pits, constructed of steel, brick, or masonry, shall be used in accordance with the manufacturers specifications and safety guidelines and must be placed upon a non-combustible surface.

3. Only natural seasoned firewood or commercial logs may be burned.

4. The fires in fire pits shall be kept manageable.

5. The use of the fire pit must be attended and supervised by a competent adult property owner until the fire has been completely extinguished. A legal resident/tenant of a property may use a fire pit in accordance to this ordinance as long as the property owner or assigned management company grants written permission to the legal resident/tenant. The use of the fire pit must be attended and supervised by the legal resident/tenant until the fire has been completely extinguished.

6. A portable ten (10) pound ABC type fire extinguisher or other approved extinguishing equipment, such as a garden hose, bucket of sand, or dirt, must be readily available.

7. The use of a fire pit which creates a hazardous or objectionable condition shall be prohibited. The Code Official is authorized to order the extinguishment of a fire in a fire pit creating a hazardous or objectionable condition.

8. The use of the fire pit shall not be located within ten feet (10’) of a structure or any combustible material. In no case shall the appliance be located directly under overhead combustible construction.

9. The use of the fire pit shall not cause any building fire alarm system to activate.

10. Guidelines when using fire pit shall include common sense, respect for neighbors and neighborhoods.

5. **308.3.1.1: Open-Flame Cooking Grills:** Barbecue grills shall not be used on any stairs or porches that serve as a means of egress. The use of barbecues will be allowed on balconies or at ground level provided the following regulations are complied with:

   - The use of a cooking grill which creates or adds to a hazardous or objectionable situation shall be prohibited.
   - Read the owners manual for safety guidelines.
   - The use of the barbecue shall not cause the building’s fire alarm system to activate.
   - A portable fire extinguisher shall be located in close proximity to the barbecue, but not affixed to the grill. The fire extinguisher shall be at least a 10 pound ABC type extinguisher.
Extreme caution shall be exercised when lighting the barbecue to prevent flames from elevating to an excessive height.
Hot ashes or cinders shall be deposited into noncombustible receptacles free of all combustible material and away from combustible construction.

6. **408.9.3.1: Emergency Instructions**: Emergency instructions shall be provided to each living unit on an annual basis indicating the life-safety systems installed in the building, location of alarm devices, type of alarm activations, egress paths, and actions to be taken in the event of a fire or in response to an alarm system activation. Living units include apartments, condominiums, dormitories, hotels, and any other type of residential or commercial living unit.

7. **505.1.1: Address on the Rear and Side Doors**: Signage with the address, including the name of the street and business name or building name, shall be installed at all other entrance and exit doors. The sign shall be installed at a height of approximately five feet (5') above the standing surface. The sign shall be installed immediately to the side of the door so it is visible with the door in the open or closed position. All other installation locations shall be approved by the Fire Official.

8. **505.3: Truss Construction Signage**: Identification signage as designated by the Fire Official shall be installed on all structures in which the roof is of a bowstring truss construction design. The signage shall be approved by the Fire Official and installed so that it is visible from the street for the Fire & Life-Safety Services Department use.

9. **506.1: Key Boxes**: When a property is protected by an automatic fire detection system and/or automatic suppression system or where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or firefighting purposes, the Fire Official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the Fire Official.

10. **509.1.16: Fire Command Center**: All fire command centers shall be equipped with a five (5)-button combination keypad for entry into the room or other entry device approved by the Fire Official.

11. **510.2: Room Identification**: Signage shall be placed at all doors, identifying the room's intended use. The signage shall be installed at a height of approximately five feet (5') above the standing surface. The signage shall be installed immediately to the side of the door so it is visible with the door in the open or closed position.

12. **510.3: Directional Signage**: Directional signage in corridors shall be provided leading to specific rooms and/or areas.
13. **604.2.18.1: Elevator Standby Power**: Standby power shall be manually transferable to all elevators in each bank. This transfer switch shall be located in the fire command room or location designated by the Fire Official.

14. **901.7: Systems Out of Service**: Any required fire protection/detection system placed out of service for more than six (6) hours in a day and/or for a cumulative total of twenty (20) hours a week shall require the approval of the Fire Official or his/her designee. Any fire protection/detection system placed out of service for periods equal to or greater than those stated without the approval of the Fire Official, will be subject to the following fines:

- First warning: No charge
- Second warning: $200.00
- Third warning: $300.00
- Fourth and subsequent warnings: $500.00

15. **903.2: Where Required**: Approved automatic sprinkler systems shall be installed in all new buildings, structures, and occupancies that exceed 5,000 square feet in area.

16. **903.3.1: Standards**: Sprinkler systems shall be designed and installed in accordance with Section 903.3.1.1, Section 903.3.1.2, or Section 903.3.1.3. In the design of all systems, provide a minimum of 5 psi safety factor in the fire protection system hydraulic calculation. The system demand shall be 5 psi below the seasonal low-water test supply. Sprinklers shall be required in all clothes closets, linen closets, pantries, and bathrooms, regardless of size, except in one- and two-family dwellings.

17. **903.3.5.3: Water Supply to Required Fire Pumps for High-Rise Buildings**: Required fire pumps for high-rise buildings shall be supplied by connections to at least two (2) water mains located in different streets. Separate supply piping shall be provided between each connection to the water main and the pumps. Each connection and the supply piping between the connection and the pumps shall be sized to supply the flow and pressure required for the pumps to operate.

   Exceptions: Two (2) connections to the same main shall be permitted provided the main is valved in such that an interruption can be isolated so that the water supply will continue without interruption through at least one (1) of the connections.

18. **903.3.7.2: Access to Fire & Life-Safety Services Department Connections**: Any Fire & Life-Safety Services Department connection located behind or within landscaping or vegetation shall have a concrete path from the sidewalk or closest public way to the connection. A concrete pad shall also be provided at the Fire & Life-Safety Services Department connection.
19. **903.3.7.3: Number of Fire & Life-Safety Services Department Connections:** The Fire Official shall determine the number of Fire & Life-Safety Services Department connections appropriate for the building.

20. **903.3.7.4: Type of Fire & Life-Safety Services Department Connections:** The type of Fire & Life-Safety Services Department connection shall be approved by the Fire Official. No single two and one-half inch (2 1/2") Fire & Life-Safety Services Department connection is permitted. Fire & Life-Safety Services Department connections shall be installed between twenty-four inches (24") and forty-two inches (42") above the standing surface.

21. **903.3.7.5: Fire & Life-Safety Services Department Connection Locator:** Provide a white strobe light above all Fire & Life-Safety Services Department connections to flash upon activation of the fire alarm system. All strobes shall be installed at a height that will make it visible from the street.

   Exception: Existing systems, unless the system is altered, modified, or upgraded.

22. **903.4.3: Sprinkler Control Valves:** Approved supervised indicating control valves shall be provided at the point of connection to the riser on each floor in all buildings. Control valves shall also be provided for each individual unit (commercial, residential, or (business) where the units share a common water supply and have individual entrances.

23. **905.3.1.1: Building Length:** Class I standpipe systems shall be installed throughout buildings where the floor level of the highest story is less than thirty feet (30') (9144 mm) above the lowest level of the Fire & Life-Safety Services Department vehicle access, but the length of hose laid by the Fire & Life-Safety Services Department is greater than one hundred fifty feet (150') from the point of the Fire & Life-Safety Services Department vehicle's access to the furthest point in the building.

24. **905.4.3: Standpipe Hose Connections:** All standpipe hose connections shall include a two and one-half inch to one and one-half inch (2 1/2" to 1 1/2") reducer with a cap attached to a chain. The hose connections shall be installed on a forty-five degree (45°) angle towards the floor level unless otherwise approved by the Fire Official.

25. **905.4.4: Standpipe Pressure Gauge:** All standpipe risers shall include a pressure gauge at the top of each riser.

26. **906.1.1: Exceptions:** Delete.

27. **906.6.1: Fire Extinguisher Signage:** Projection style signage shall be installed above each extinguisher to identify the location. The sign shall be installed at a height of approximately six to seven feet (6' to 7') above the standing surface where the extinguisher is mounted. Style of that sign must be approved by the Fire Official.
28. **907.2: Smoke Detectors, Where Required**: Smoke detectors, installed as part of an approved automatic fire alarm system, shall be installed at the top of all interior stairways unless otherwise directed by the Fire Official.

29. **907.2.10: Single and Multiple Station Smoke Alarms**: The detectors required in this Section shall be installed on the ceiling and at least six inches (6") from any wall, or a wall located between four (4") and six (6") inches from the ceiling.

30. **907.2.12.2: Emergency Voice/Alarm Communication System**: The operation of any automatic fire detector, sprinkler water-flow device or manual fire alarm box shall automatically sound an alert tone followed by voice instructions giving approved information and directions on a general or selective basis to the following terminal areas on a minimum of the alarning floor, two floors above and the floor below in accordance with the building's fire safety and evacuation plans required by Section 404.

31. **907.3: Fire Alarm System**: Group R-2 Occupancies with more than three (3) stories or with more than eleven (11) units shall have a fire alarm system installed in accordance with NFPA 72. These systems shall include both manual and automatic initiating devices.

32. **907.3.2: Single And Multiple Station Smoke Alarms**: The detectors required in this Section shall be installed on the ceiling and at least six inches (6") from any wall, or a wall located between four (4") and six (6") inches from the ceiling.

33. **909.2.1: Duct Detectors Reset**: Resets for duct detectors shall be located at the main fire alarm panel and labeled as to their location. A floor plan identifying the duct detectors shall be laminated near the fire alarm panel.

34. **1011.2: Exit Signs**: Exit signs shall be internally illuminated.

35. **1019.1.7: Stairwell Signage**: All stairwells greater than two (2) stories must install information signage on each floor landing. The sign shall be installed approximately five feet (5') above the standing surface and on the wall opposite the door swing so that it is visible with the door in the opened or closed position. It shall include the following elements:

- Unique stairwell identifier
- Floor number and number of floors in building
- Floor of actual exit from building
- If roof access is possible from stairwell

Actual sign layout is available from the Evanston Fire Prevention Bureau. All stairwell signage shall be approved by the Evanston Fire Prevention Bureau prior to installation.
36. 1019.1.6.1: Exit Discharge Identification: Add, "The top of the approved barrier shall not be less than thirty-six inches (36") from the finished floor of the landing. The barrier shall be self-closing. The only approved method of holding the barrier in the open position shall be a magnetic 'hold open' connected to the building fire alarm system. The barrier shall be a contrasting color from the colors in the immediate area."

Fireworks:

37. 3301.1.3: Replace this Section with the following:

   3301.1.3: Fireworks and Explosives: The possession, manufacture, storage, sale, handling and use of fireworks and explosives are prohibited except as approved by Fire Official.

38. 3301.1.3: Delete exceptions.

39. 3301.2.1 — 3301.2.4: Delete.

40. 3302.0: Fireworks: Fireworks include any combustible or explosive composition, and any substance and combination of substances and articles prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation. Fireworks shall include blank cartridges, toy pistols, toy cannons, toy canes and toy guns in which explosives are utilized; balloons requiring fire underneath to propel the balloon; firecrackers, torpedoes, skyrockets, Roman candles, sparklers and other devices of similar construction; any device containing any explosive or flammable compound; and any tablets and other devices containing any explosive substance.

   The term "fireworks" shall not include automobile flares, paper caps containing not more than an average of 0.25 grain (16 mg) of explosive content per cap, and toy pistols, toy canes, toy guns, and other devices utilizing such caps. The sale and utilization of types of explosive devices listed herein which are not considered fireworks shall be permitted at all times.

41. 3308.2: Replace this Section with the following:

   3308.2: Permit Application: Prior to issuing permits for fireworks display, plans for the display, inspections of the display site, and demonstrations of the display operations shall be approved. All requests for permits must be made at least fifteen (15) days in advance of the event unless otherwise approved by the Fire Official.

42. 3308.11: Delete.
2003 Life Safety Code

43. **28.2.10**: Means of egress shall have signs in accordance with Section 7.10 and New Hotels and Dormitories shall have floor proximity exit signs installed in accordance with Section 7.10.1.6.

2003 International Building Code

44. **1009.12 Stairway to roof**: In building four or more stories above grade plane, all stairways shall extend to the main roof surface, unless the roof has a slope steeper than four units vertical to twelve units horizontal (33% slope). The stairs shall terminate at a minimum 4 feet deep landing in a penthouse conforming to Section 1509.2 and shall have a 3 feet wide side-hinged door to the roof area. If the door is locked a key in an elevator box shall be provided adjacent to the door.

45. **1009.12.1 Access to penthouse roofs**: All building penthouse roofs shall have access to them by way of an alternating tread device. This may be interior or exterior to the penthouse. An interior position shall have access to the roof through a roof hatch which shall be 16 square feet minimum and have a minimum dimension of 2 feet.

Any hatch within 10 feet of a roof edge shall be protected by guards installed in accordance with provisions of Section 1013.

4-3: AUTOMATIC SPRINKLER SYSTEMS

Automatic sprinkler systems shall be installed as required by this Section, which is hereby in addition to section 903 of the International Fire Code.

(B) **Systems Provided In Structures**: Automatic sprinkler systems shall be provided in the following structures:
- Dormitories
- Hospitals
- Nonowner occupied rooming/lodging houses
- Nursing homes

(C) **System Requirements**: Any structure required to be retrofitted with a sprinkler system under this Chapter shall have such a system designed and installed in accordance with the fire protection system requirements of the 2003 International Building Code, 2003 International Fire Code and referenced NFPA standards as adopted by this Code.
4.4.5: SIGNAL BOOSTING

(A) **Emergency Responder Radio Coverage In Buildings**: All buildings shall have approved radio coverage for emergency responders within the building, based upon the existing coverage levels of the public safety communication systems of the City of Evanston at the exterior of the building. This Section shall not require improvement of the existing public safety communication system.

Existing buildings that do not have approved radio coverage for emergency responders within the building shall be equipped with such coverage according to one of the following:

1. Wherever existing wired communication system cannot be repaired or is being replaced.

2. Within a time frame established by the Fire Official.

(B) **Radio Signal Strength**: A building shall be considered to have acceptable emergency responder radio coverage when signal strength measurements in ninety-five percent (95%) of all areas on each floor of the building meet the following requirements:

1. A minimum signal strength of -95 dBm.

2. A minimum signal strength of -100 dBm received at the closest City of Evanston Radio Communications site.

3. The frequency range which must be supported shall be 151-159 MHz and 450-476 MHz.

When measuring the performance of a bi-directional amplifier, signal strength measurements shall be based on one (1) input signal adequate to obtain a maximum continuous operating output level.

(C) **Amplification Systems Allowed**: Buildings and structures that do not support the required level of radio coverage shall be equipped with either a radiating cable system or an internal multiple antenna system, with or without FCC type accepted bi-directional required MHz amplifiers, as needed. If any part of the installed system or systems contains an electrically-powered component, the system shall be capable of operating on an independent battery and/or generator system for a period of at least twelve (12) hours without external power input. The battery system shall automatically charge in the presence of an external power input. If used, bi-directional amplifiers shall include filters to reduce adjacent frequency interference to at least 35 dB below the COE P/S band. The filters shall be tuned to 154 MHz and to 470 MHz so that they will be 35 dB below the COE P/S frequencies of 154 MHz and 470 MHz respectively. Other settings may be used provided they do not attenuate the COE-P/S frequencies and are not more than one (1) MHz from the COE-P/S frequencies.
(D) **Testing Procedures:**

1. Acceptance Test Procedure: When an in-building radio system is required, and upon completion of installation, it shall be the building owner’s responsibility to have the radio system tested to ensure that two-way coverage on each floor of the building is a minimum of ninety-five percent (95%). Each floor of the building shall be divided into a grid of approximately twenty (20) equal areas. No more than one (1) such area shall be allowed to fail the test. In the event that two (2) or more of the areas fail the test, in order to be more statistically accurate, the floor may be divided into forty (40) equal areas. In such event, no more than two (2) nonadjacent areas will be allowed to fail the test. If, after the forty (40)-area test, the system continues to fail, the building owner shall have the system altered to meet the ninety-five percent (95%) coverage requirement. The test shall be conducted using a Motorola HT1250, or equivalent, portable radio, talking through the City of Evanston Radio Communications System (COE-911) as specified by the authority having jurisdiction. A spot located approximately in the center of a grid area shall be selected for the test, then the radio shall be keyed to verify two-way communications to and from the outside of the building through the City of Evanston 911 center. Once the spot has been selected, prospecting for a better spot within the grid area shall not be permitted. The building owner shall keep the gain values of all amplifiers and the test measurement results on file so that the measurements may be verified each year during annual tests. In the event that the measurement results are lost, the building owner shall repeat the acceptance test to reestablish the gain values.

2. Annual Tests: When an in-building radio system is required, the building owner shall test, at once every twelve (12) months, all active components of the system, including, but not limited to, amplifiers, power supplies and backup batteries. Amplifiers shall be tested to ensure that the gain is the same as it was upon initial installation and acceptance. Backup batteries and power supplies shall be tested under load for a period of one (1) hour to verify that, they will properly operate during an actual power outage. If, within the one (1) hour test period, the battery exhibits symptoms of failure in the opinion of the testing technician, the test shall be extended for additional one (1) hour periods until the testing technician confirms the integrity of the battery. All other active components shall be checked to determine that they are operating within the manufacturer’s specifications for the intended purpose.

3. Five Year Tests: In addition to the annual test, the building owner shall perform a radio coverage test at least once every five (5) years to ensure that the radio system continues to meet the requirements of the original acceptance test. The procedure set forth above shall apply to such tests.

4. Qualifications of Testing Personnel: All tests shall be conducted, documented and signed by a person in possession of a current FCC license, or a current technician certification issued by the Associated Public-Safety Communications Officials International (APCO) or the Personal Communications Industry Association (PCIA). All
test records shall be retained on the inspected premises by the building owner and a
copy submitted to the Fire Official.

(D) Field Testing: Police and fire personnel, after providing reasonable notice to the
owner or his representative, shall have the right to enter onto the property to conduct
field testing to be certain that the required level of radio coverage is present.

(E) Maintenance: The public radio coverage system shall be maintained operational at
all times.

**Carbon Monoxide Alarms**

**9-15-3: Alarms Required**

(A) Every dwelling unit shall be equipped with at least one approved carbon monoxide
alarm in an operating condition within fifteen feet (15') of every room used for sleeping
purposes. The carbon monoxide alarm may be combined with smoke detecting devices
provided that the combined unit complies with the respective provisions of this code,
reference standards, and departmental rules relating to both smoke detecting devices
and carbon monoxide alarms and provided that the combined unit emits an alarm in a
manner that clearly differentiates the hazard.

(B) Every structure that contains more than one dwelling unit shall contain at least one
approved carbon monoxide alarm in operating condition within fifteen feet (15') of every
room used for sleeping purposes.

(C) It is the responsibility of the owner of a structure to supply and install all required
carbon monoxide alarms. It is the responsibility of a tenant to test and to provide
general maintenance for the carbon monoxide alarms within the tenant's dwelling unit or
rooming unit, and to notify the owner or the authorized agent of the owner in writing of
any deficiencies that the tenant cannot correct. The owner is responsible for providing
one tenant per dwelling unit with written information regarding carbon monoxide alarm
testing and maintenance. The owner or the authorized agent of the owner shall ensure
that the batteries are in operating condition at the time the tenant takes possession of
the dwelling unit and is responsible for replacement of any required batteries in the
carbon monoxide alarms in the tenant's dwelling unit. The tenant shall provide the
owner or the authorized agent of the owner with access to the dwelling unit to correct
any deficiencies in the carbon monoxide alarm that have been reported in writing to the
owner or the authorized agent of the owner.

(D) The carbon monoxide alarms required under this chapter may be either battery
powered, plug in with battery backup, or wired into the structure's AC power line with
secondary battery backup.
9-15-4: Exemptions

The following residential units shall not require carbon monoxide alarms:

(A) A residential unit in a building that: 1) does not rely on combustion of fossil fuel for heat, ventilation, cooking, or hot water; and 2) is not connected in any way to a garage; and 3) is not sufficiently close to any ventilated source of carbon monoxide, as determined by the City Manager or his/her designee, to receive carbon monoxide from that source.

(B) A residential unit that is not sufficiently close to any source of carbon monoxide so as to be at risk of receiving carbon monoxide from that source, as determined by the City Manager or his/her designee.

9-10-5-1: PERMIT REQUIRED:

(A) Alarm users are required to obtain an alarm permit from the alarm administrator on the form provided.

(B) If an alarm contractor uses an alarm system to protect its own premises, it shall obtain a permit for such a system as required in this section.

(C) Each permit shall be valid for one calendar year, the year in which it was issued, and shall be renewed each calendar year thereafter. No alarm user permit will be renewed unless all fees and service charges pursuant to this chapter have been paid to the city and the annual certificate of inspection is presented upon request.

(D) No alarm permit will be issued to any individual, residence, business, or institution that has automatic voice dialing alarm equipment using a computerized or taped voice message. All central stations and all alarm systems operated and maintained by the City are exempt from the regulations in this Chapter. (Ord. 9-0-93)

Call the Alarm Permit Coordinator at 847.448.4311 to register the Alarm System.
Evanston Fire & Life Safety Services
Fire Extinguisher Sign Requirements

In most cases, installation of extinguisher sign at 6'-7' above the floor would be acceptable.
In locations where storage, etc. would block the sign, it shall be installed higher.

Various suppliers of these signs include:

Brooks Equipment 1-800-826-3473 – Part # PTD 182
Grainger Throughout Illinois
Lab Safety Supplies 1-800-356-0783- Part # 2CD-20028
Sign One, Evanston 1-847-869-7446
Fire Extinguisher Companies
Check Yellow Pages / Internet
Knox Boxes
It is a City of Evanston requirement that an Emergency Key Box be installed at this location as per City Ordinance 112-0-96.

506.1: Key boxes: When a property is protected by an automatic fire detection system and/or automatic suppression system or where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or firefighting purposes, the Fire Official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the Fire Official.

The Key box shall be a type approved by the Fire Official (i.e. Knox Box).

This Section 901.2.1 shall not apply to any individual residential unit.

904.1 Contents and Key Box: The key box shall contain:

a) Keys to locked points of ingress, whether on the interior or exterior of the building.
b) Keys to locked mechanical equipment rooms, electrical rooms.
c) Keys to all common areas and any other area as directed by the Fire Official.
d) Keys shall be labeled as to their function.

When locks in the building are changed or keys need to be added to the Knox Box, you must contact the Fire Department, and have the key(s) put into the Knox Box. Please contact an inspector at 847-448-4311.
Fire Extinguishers

- The placement and distribution of fire extinguishers must fully comply with NFPA 10, *Standard for Portable Fire Extinguishers*.

- All fire extinguishers shall be securely mounted to the wall or structural member of the building. The top of the fire extinguisher shall not exceed five feet (5') in height above the finished floor and the bottom of the extinguisher shall be a minimum of two feet (2') above the finished floor.

- All new fire extinguishers shall be a minimum 10 lbs. ABC type. Every fire extinguisher shall be installed in a location visible to occupants and the general public and must be easily accessible.

Fire Lanes

- All fire lanes shall be a minimum of twenty feet (20') in width, and thirteen feet (13') in height.

- Fire lanes shall be provided for all buildings when any part of the building is set back more than one hundred fifty feet (150') from a public road or for buildings which exceed thirty feet (30') in height and set back over fifty feet (50') from a public road, private road or access road.

- Every fire lane shall be posted as such with a sufficient quantity of signs as deemed appropriate by the Fire Official. The Fire Official may also require painting and striping of the fire lane when deemed as necessary. The cost of the signs, markings and installation shall be the responsibility of the property owner.

- Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

- The required turning radius of a fire apparatus access road shall be determined by the Fire Official. The turning radius for Evanston Aerial Truck 23 (E5636) shall be used as a guideline unless otherwise notified. See the following page for more information.
Evanston Fire & Life-Safety Services
Vehicle Turning Radii Information
For the Design of Fire Lanes
And Building Access Points

Evanston Aerial Truck 23 (E5636)

<table>
<thead>
<tr>
<th>Measurement</th>
<th>Design Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside Turn</td>
<td>32' 06&quot;</td>
</tr>
<tr>
<td>Curb to Curb</td>
<td>47' 02&quot;</td>
</tr>
<tr>
<td>Wall to Wall</td>
<td>50' 00&quot;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicle Dimensions</th>
<th>Design Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length: Single Chassis</td>
<td>39' 6&quot;</td>
</tr>
<tr>
<td>Length – Tiller Steer</td>
<td>21' 4&quot; Cab</td>
</tr>
<tr>
<td></td>
<td>46' 8&quot; Trailer</td>
</tr>
<tr>
<td></td>
<td>60' 6&quot; Combined</td>
</tr>
<tr>
<td>Ladder Tip OH</td>
<td>2' 5&quot;</td>
</tr>
<tr>
<td>Height</td>
<td>11' 9&quot;</td>
</tr>
<tr>
<td>Width w/o Mirrors</td>
<td>8' 10&quot;</td>
</tr>
<tr>
<td>Width w/Mirrors</td>
<td>9' 7&quot;</td>
</tr>
<tr>
<td>Weight – Tiller</td>
<td>75,000 lbs.</td>
</tr>
<tr>
<td></td>
<td>8 wheels</td>
</tr>
<tr>
<td></td>
<td>3 axles</td>
</tr>
<tr>
<td>Weight – Engine</td>
<td>47,000 lbs.</td>
</tr>
<tr>
<td></td>
<td>6 wheels</td>
</tr>
<tr>
<td></td>
<td>2 axles</td>
</tr>
</tbody>
</table>
Address Information

Address shall be applied to the front entrance area. Numbers shall be at least 4” in height and in contrasting colors to be easily and distinctly read from the street. (See IFC section 505.1)

Signage with address and name of business shall be installed at all other entrance / exit doors. The sign shall be installed at a height of approximately 5 feet above the standing surface. The sign shall be installed immediately to the side of the door so it’s visible with the door in the open or closed position.
1234

Street Name = 2 in.

= 4 in.
Stairwell Markings

- All existing stairways serving two (2) or more stories and/or mezzanine levels shall be provided with signage within the stair enclosure at each floor landing and at the entrance door to each stair enclosure. It shall indicate each story or level, the terminus of the top and bottom of the stair enclosure, identification of the stair and roof access or no roof access.

- All interior stair signage shall be visible when the door is in the open or closed position, and shall be permanently attached to the structure. The sign structure shall have letter dimensioning no less than four (4) inches in height with contrasting colors to the background.

**SAMPLE ONLY**
WEST STAIRWELL
FLOOR
3
OF TEN FLOORS

EXIT
AT GROUND FLOOR
NO
Roof Access
Interior Signage Information

Signage shall be placed at all doors, identifying the rooms intended use. The signage shall be installed at a height of approximately 5 feet above the standing surface. The signage shall be installed immediately to the side of the door so it is visible with the door in the open or closed position.