



Fire Prevention Bureau INFORMATION PACKAGE

Site Plan

*Evanston Fire & Life Safety Services
909 Lake Street
Evanston, Il.. 60201
Phone: 847-866-5928
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Captain: Dale A. Fochs
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Submittal Process

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

1. **completed Fire Alarm/Suppression Permit Application describing scope of work.**
2. Please make sure that you include your email address and fax number on the application.
3. A copy of your State of Illinois **Fire Sprinkler Contracting License/ Fire Alarm License.**
4. A copy of your State of Illinois **Electrical License.**
5. For **Fire Alarm Systems**: include a list of the number of devices used.
6. For **Hood & Duct Suppression Systems**: include a plumbing worksheet with number of floors and the total number of nozzles to be installed.
7. **One complete set of plans** (1/2 sheets preferably), cut sheets and/or calculations, showing all the stamped areas, Three (3) additional copies needed after plan review is approved.

**EVANSTON FIRE LIFE & SAFETY
FIRE PREVENTION BUREAU
ATTN: Michael Rons
909 LAKE STREET
EVANSTON, IL 60201
847.866.5929
847.866.8729 fax**

Current Codes Adopted by City of Evanston

- 2003 International Fire Code (IFC)
- 2003 NFPA Life Safety Code 101
- 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)

Additional State of Illinois codes enforced by the City of Evanston are:

- State of Illinois Plumbing Code
- State of Illinois Accessibility Code

2003 International Fire Code

2003 Life Safety Code

(Adopted by Ordinance 127-O-05)

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. **102.9: Conflicting provisions:** Where there is a conflict between a general requirement and a specific requirement, the most stringent requirement shall be applicable.
3. **202.0: Fire Watch:** Fire Watch shall be required when determined by the Fire Official or his designee that a condition exists that requires trained personnel to monitor the structure.
4. **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:
 1. The use of a cooking grill which creates or adds to a hazardous or Objectionable situation shall be prohibited.
 2. Read the owners manual for safety guidelines.
 3. The use of the barbecue shall not cause the building's fire alarm System to activate.
 4. A portable fire extinguisher shall be located in close proximity to the barbeque, but not affixed to the grill. The fire extinguisher shall be at least a 10 pound ABC type extinguisher.
 5. Extreme caution shall be exercised when lighting the barbecue to prevent flames from elevating to an excessive height.
 6. Hot ashes or cinders shall be deposited into noncombustible receptacles free of all combustible material and away from combustibile construction.

5. **408.8.3.1: 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.
6. **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.
7. **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 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 Department use.
8. **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.
9. **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.
10. **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.
11. **510.3: Directional signage:** Directional signage in corridors shall be provided leading to specific rooms and/or areas.

12. **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.

13. **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 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 following fines:

First Warning	No Charge
Second Warning	\$200.00
Third Warning	\$300.00
Fourth and Subsequent Warnings	\$500.00

14. **903.3.7.2: Access to Fire Department connections:** Any Fire 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 Department connection.

15. **903.3.7.3: Number of Fire Department connections:** The Fire Official shall determine the number of Fire Department connections appropriate for the building.

16. **903.3.7.4: Type of Fire Department connections:** The type of Fire Department connection shall be approved by the Fire Official. A five (5) inch Storz Fire Department connection shall be provided. The connection shall be placed on a 30 degree to 45 degree elbow. This will eliminate potential kinking of the hose connection. No single two and one-half inch (2 ½") Fire Department connection is permitted.

17. Fire Department Connection height requirement 18-42 inches from the standing surface.



Approved Fire Department Connection

18. **903.3.7.5: Fire Department connection locator:** Provide a white strobe light above all Fire 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.
19. **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.
20. **904.2.1.1: Hood System Suppression:** All commercial hood and duct suppression systems shall comply with the UL 300 Standard.

22. **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 Department vehicle access, but the length of hose laid by the Fire Department is greater than one hundred fifty feet (150') from the point of the Fire Department vehicle's access to the furthest point in the building.
23. **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 ½" to 1 ½") reducer with a cap attached to a chain.
24. **905.4.4: Standpipe pressure gauge:** All standpipe risers shall include a pressure gauge at the top of each riser.
25. **906.1.1: Fire Extinguishers - Exceptions:** Delete this section.
26. **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.
27. **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.
28. **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.
27. **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 alarming floor, two floors above and the floor below in accordance with the building's fire safety and evacuation plans required by Section 404.

28. **907.3: Fire alarm system:** Apartment buildings 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.

29. **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.

30. **1009.12: Roof access:** Roof access shall be provided from all required stairways. Access shall be by means of the continuation of the stairway or by means approved by the Fire Official.

31. **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:

1. Unique Stairwell identifier
2. Floor number and number of floors in building
3. Floor of actual exit from building
4. 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.

32. **C1019.1.6.1: 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.

9-11-5-1: 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 @ 847.866.5928 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.

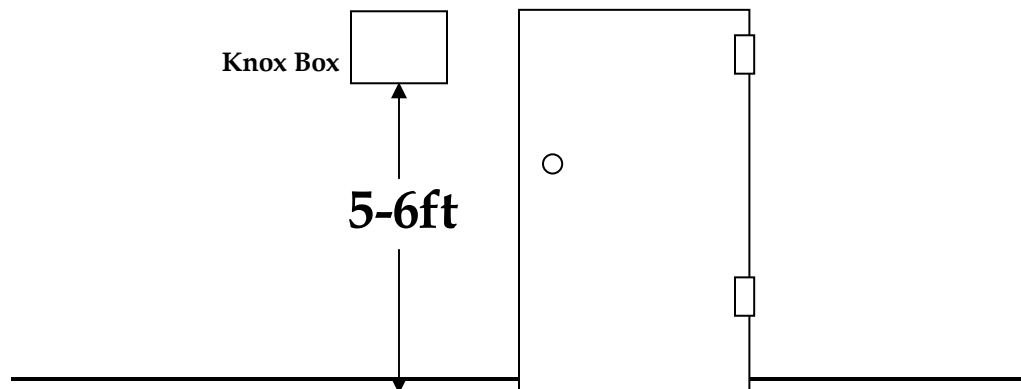
Section 901.2.1 Emergency Key Box: When a property is protected by a fire detection and/or suppression system, or when a structure is unduly difficult to make entry due to secure openings; and immediate access is needed for life safety and/or fire fighting purposes, the Fire Official may require that an emergency key box be installed in a location approved 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 Code Official.



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 Inspector Robert Nelson at 847- 866- 5936.

Fire Extinguishers

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

All 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. Every extinguisher shall be installed in a location visible to occupants and the general public and must be easily accessible.

Every extinguisher shall be provided with adequate markings indicating the location of the extinguisher. When extinguishers are mounted to structural members of the building, a one foot (1') wide red stripe shall be applied to the structural member a minimum of ten feet (10') above the finished floor.

Fire Department Connection

Indicate the location of the fire department connection on the site plan.
NFPA 13, section 14.1

The fire department connection shall be located on the front of the building.

Bushes or other landscaping shall not obstruct the fire department connection.

Fire department connections shall be located not less than 18in. or more than 48 in. above the level of the adjoining ground, sidewalk, or grade surface.
(N.F.P.A.- 14-4-3.6)

Provide a sign mounted above the fire department connection. The sign shall read "Fire Department Connection" and/or "Standpipe". Where the building or group of buildings is served by more than one connection, a sign shall be provided to indicate the addresses in which the fire department connection serves.

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.**

Evanston Fire & Life-Safety Services
 Vehicle Turning Radii Information
 For the Design of Fire Lanes
 And Building Access Points



Evanston Aerial Truck 23 (E5636)

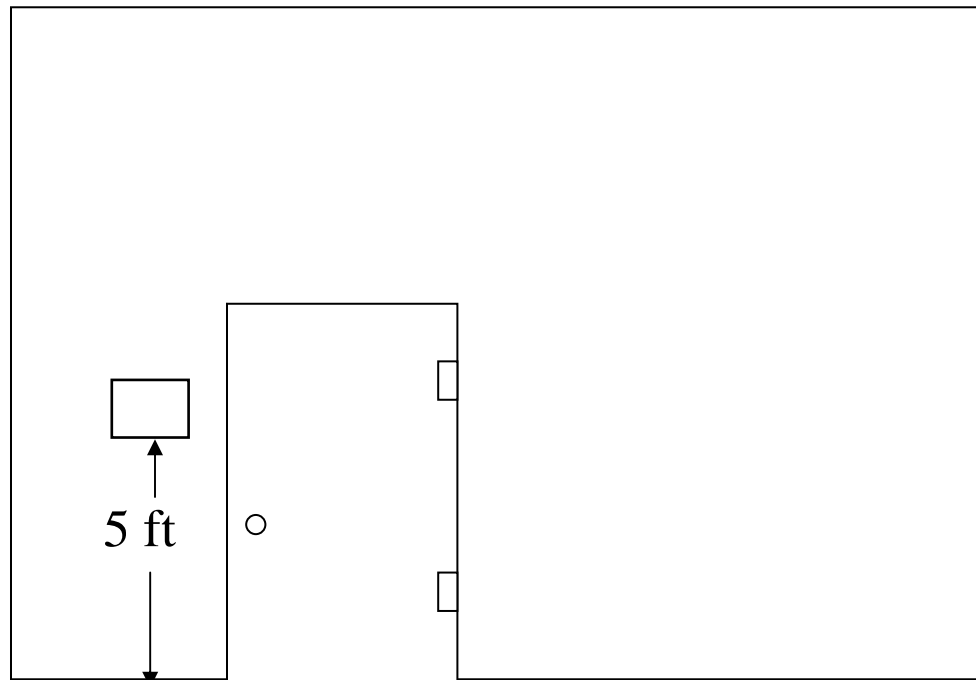
Measurement	Design Criteria
Inside Turn	32' 06"
Curb to Curb	47' 02"
Wall to Wall	50' 00"

Vehicle Dimensions	Design Criteria
Length: Single Chassis	39' 6"
Length – Tiller Steer	21' 4" Cab
	46' 8" Trailer
	60' 6" Combined
Ladder Tip OH	2' 5"
Height	11' 9"
Width w/o Mirrors	8' 10"
Width w/Mirrors	9' 7"
Weight – Tiller	75,000 lbs.
	8 wheels
	3 axles
Weight – Engine	47,000 lbs.
	6 wheels
	2 axles

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

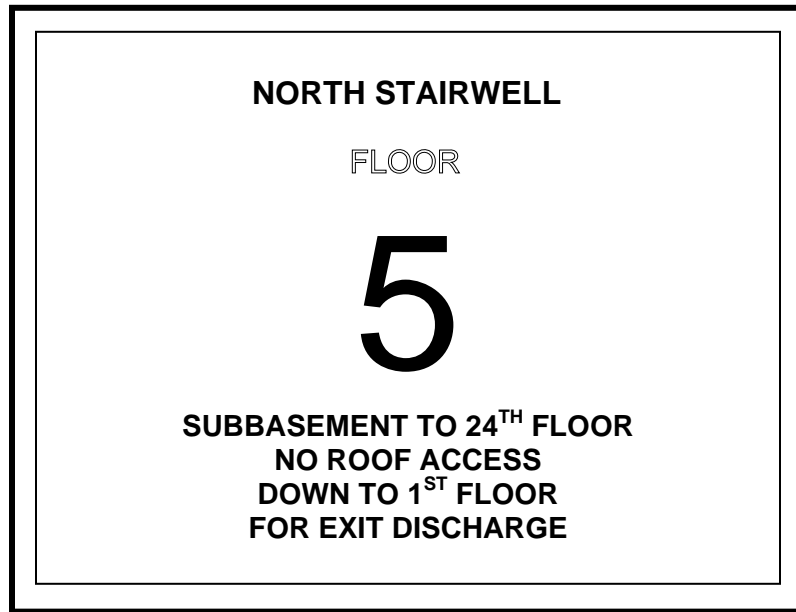
=4in.

Street Name

=2in.

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.



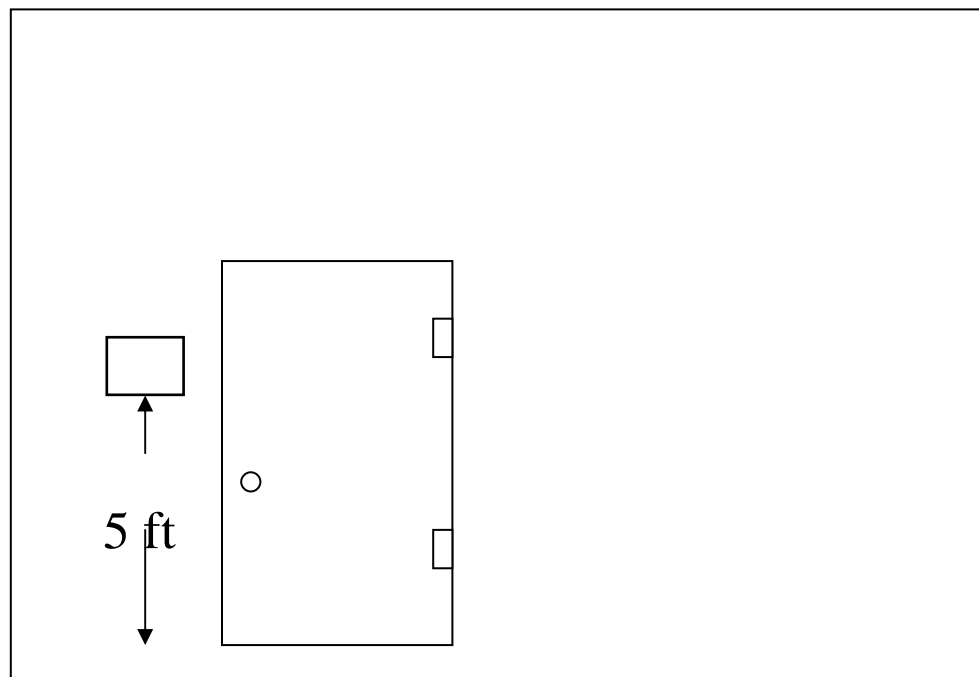
SAMPLE ONLY

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.



State of Illinois Carbon Monoxide Alarm
Effective Date: 1/1/2007
Public Act 094-0741

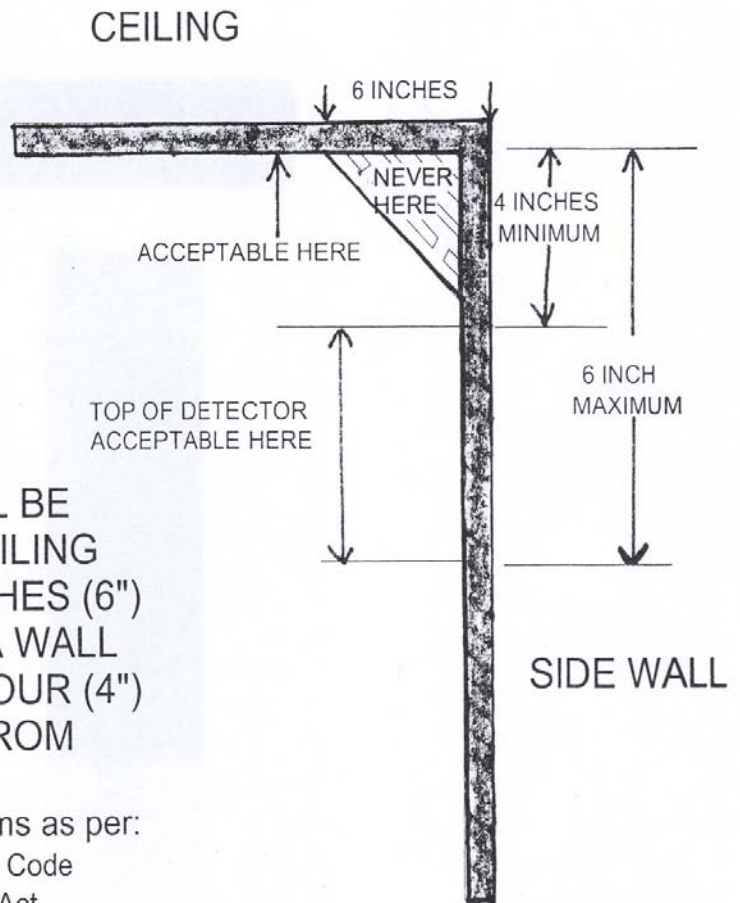
Section 10. Carbon monoxide detector.

(a) Every dwelling unit shall be equipped with at least one approved carbon monoxide alarm in an operating condition within 15 feet 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 the administrative 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 15 feet of every room used for sleeping purposes.

For further information go to the State of Illinois web site.

SMOKE ALARM LOCATION



SMOKE ALARMS 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.

The placement of Smoke Alarms as per:

- 1) City of Evanston, Fire Prevention Code
- 2) State of Illinois, Smoke Detector Act.

CITY OF EVANSTON

MINIMUM REQUIREMENTS – CONDOMINIUM CONVERSION

The following are mandatory minimum requirements for any condominium conversion of an existing residential, rental building:

1. Drawings must be submitted, prepared by an Illinois Licensed Architect, representing complete building floor plans, clearly delineating the proposed scope of work in each room. For rooms where no work is proposed it will be noted as “no work” in that room.
2. Electrical outlets will meet the requirements of the current adopted edition of the *National Electrical Code* for any new work, and for existing Kitchens and Bathrooms.
All other rooms will need to provide, at a minimum, one grounded outlet per wall.
3. Total electrical load calculations, including the above requirements, need to be submitted for review and approval of proposed electrical service size to the building.
4. All plumbing fixtures will be in good working order, with water shut offs at all water sources. Valves shall be arranged so that water service to each unit can to shut off without shutting off any other unit’s service.
5. All gas appliances will have shut offs, as per current adopted requirements.
6. All windows will be operable, and in good working order.
7. Handrails and guardrails will be provided as per requirements of the current adopted edition of the Building Code.
8. Battery back-up emergency egress lighting will be provided to meet the current adopted edition of the Building Code and/or NFPA Life Safety Code.
9. Hardwired smoke detectors with battery back-up will be installed in all bedrooms and within 15 feet of all sleeping areas. All detectors will be interconnected such that when one sounds all will sound within a unit.
10. A full automatic fire suppression system (sprinkler system) and a fire alarm system will be required. Separate Building Permits are required for each of these systems.
Contact the Fire Department @ 847-866-5928 for permit information.

11. A carbon monoxide (C.O.) detector will be installed in all units of a building.
Detectors shall be within 15 feet of all sleeping rooms.
12. A minimum one hour fire rating (U.L. approved system) will be provided at any use group separation. (i.e. between common storage/laundry facilities and residential)
13. A minimum of a 1¾" solid core door with a closer (not spring hinges) will be required at the interior dwelling unit entry door(s). Stairway doors and frames at corridors must be rated for 60 minutes, with closers.
14. All interior and exterior stairs must be in good structural repair.