



Mequon Fire Department
11300 N. Buntrock Avenue
Mequon, WI 53092
(262) 242-2530
(262) 242-5042
www.ci.mequon.wi.us

Sprinkler Installation Requirements

The Mequon Fire Department would like to ensure efficient communication on your building project in the City of Mequon. **All new sprinkler installations and/or modifications require a Plumbing Permit through the City of Mequon Inspection Department-address listed below. Reviews/tests/inspections will be performed by the Mequon Fire Department's Fire Inspector.**

The following process for general sprinkler system installations should be followed:

20 or more Sprinkler Heads:

- Submit Plumbing Permit and Payment to the City of Mequon Inspection Department.
- Send two sets of **state approved** plans to the Mequon Fire Department-address listed below.
- The Mequon Fire Department should be contacted at **262-242-2530, option 4** to request the reviews/tests/inspections listed below. Activities are billed at \$75 per hour, with a minimum of ½ hour per activity.

- Plan Review
- Underground Hydrostatic Test
- Underground Flush
- Rough-in Inspection
- Hydrostatic Test
- Dry Valve Trip Test
- Final Inspection
- Alarm Test

Less than 20 Sprinkler Heads:

- Submit Plumbing Permit and Payment to the City of Mequon Inspection Department
- A letter of intended work &/or two copies of plans should be submitted to the Mequon Fire Department. Plans may be hand drawn. Both plans &/or letter must list where sprinkler heads are located.
- Contact the Mequon Fire Department at **262-242-2530, option 4** to request the final inspection.
- Activities are billed at \$75 per hour, with a minimum of ½ hour per activity. Activities may include:
 - Plan Review
 - Final Inspection
 - Re-Inspection(s) if necessary

Hood Systems:

- Submit a Plumbing Permit and Payment to the City of Mequon Inspection Department
- Submit two sets of plans to the Mequon Fire Department for review
- Contact the Mequon Fire Department at **262-242-2530, option 4** to request the final inspection.
- Activities are billed at \$75 per hour, with a minimum of ½ hour per activity. Activities may include:
 - Plan Review
 - Final Inspection
 - Re-Inspection(s) if necessary

Payment and Mailing Instructions:

1. Complete a Plumbing Permit found in the *Inspection Forms* section on the City of Mequon's Inspection Department website. Remit completed permit with payment to:
City of Mequon Inspection Department, 11333 N. Cedarburg Rd., Mequon, WI 53092.
2. Send letters of intended work and/or plans to:
Mequon Fire Department, Attn: Fire Inspector, 11300 N. Buntrock Ave., Mequon, WI 53092.

For additional questions, please email fireinspectors@ci.mequon.wi.us.