



BELLEVILLE FIRE DEPARTMENT

1125 South Illinois Street, Belleville, IL 62220

Phone (618) 234-2236

fire@belleville.net



DATE: June 3, 2024

TO: Architects, Builders, Building Owners & Tenants, Property Managers, Real Estate Brokers, General Contractors, and Fire Protection Equipment Installation and Maintenance Contractors

SUBJECT: Permit Requirements for Fire Protection Equipment and Life Safety Systems

The City of Belleville requires the completion of the Fire Safety Construction Permit for all installations, alterations, repairs, modifications, and/or acceptance testing of fire protection equipment and systems.

Applicable Codes: The codes referenced are the 2015 International Fire Code (IFC), as adopted and amended by the City of Belleville 12/03/2019, and/or the 2015 NFPA 101 Life Safety Code (LSC), as adopted and amended by the State of Illinois, effective 01 JAN 2020.

Authority Having Jurisdiction (AHJ). The Fire Code Official (FCO) retains all rights as AHJ within the City of Belleville, and requires approved permits for all new construction, and for all modified fire protection equipment/systems, including major component replacements, unless specifically exempted by ordinance or the FCO, for simple repairs or exact part change-outs.

Referenced Standards. Nationally accepted standards, such as NFPA 13, NFPA 14, NFPA 20, NFPA 24, NFPA 25, NFPA 72 and many others, as referenced in Sections 102.7 of the 2015 IFC, and Chapter 2 of the 2015 LSC. All permits shall follow the applicable code and/or standard, except where specifically exempted by ordinance or the FCO.

Thank you for your attention to this important safety issue. Questions about specific construction projects and permit requirements may be directed to the Belleville Fire Department Administration Office.

Regards,

Belleville Fire Department



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Instructions for completing the application for Fire Safety Construction Permit

Applicant Information: This section is completed by entering the information about the applicant, whether an individual or company, who will be either on site performing the work, or ultimately responsible for the specific work. Enter applicable license numbers in the space provided (Fire Sprinkler, Alarm Contractor, Hood System, Electrical, etc.). All information is subject to verification.

Location of Proposed Work: This section is completed by entering the information regarding the on-site location of the proposed work, including building address, property owner and their address if different, as well as owner's contact information. This is requested in order to verify the owner's knowledge and acceptance of the proposed work being performed at their property.

Type of Work to be Performed: This section is completed by entering the information about the scope and type of work for which the permit is being sought. Attach additional sheets, scaled plans/designs/etc., product specifications or other details as required to accurately describe the project, and/or other specific information required by Code or Standard (i.e., IFC/NFPA) as part of the submittal package.

Estimates for Date of Completion and Cost: Enter as information that is as complete and specific as possible to ensure proper scheduling of plan review services, rough-in & final inspections, as well as accurate permit fee calculations.

Read the Permit Application in its Entirety: For a complete understanding of the permit process, review all permit documents, fee schedules and required inspections, prior to affixing your signature and submitting your permit for fee calculation.

Permit and Document Submission and Fee Calculation: Permit application and construction documents should be submitted electronically via email. Send the completed application with .pdf's of all project documentation to: fire@belleville.net. Our administration will review the scope of your project, calculate your permit fees, and assist you with payment information. Payment must be received prior to commencing the review.

Please contact the Belleville Fire Department Administrative Office with any questions or concerns regarding the permit application at (618) 234-2236.



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APPLICATION FOR FIRE SAFETY CONSTRUCTION PERMIT

APPLICANT INFORMATION

APPLICANT / CONTRACTOR: _____ LICENSE # _____ ADDRESS: _____
 PHONE #: _____ CONTACT PERSON: _____ EMAIL: _____
 _____ OWNER _____ CONTRACTOR _____ DESIGN PROFESSIONAL _____ OTHER

LOCATION OF PROPOSED CONSTRUCTION

PROPERTY NAME / ADDRESS: _____
 PROPERTY OWNER: _____ PHONE #: _____
 OWNER ADDRESS: _____ EMAIL: _____

TYPE OF WORK TO BE PERFORMED

- INSTALL/BUILD REPAIR REMOVE/DEMOLISH PLACE OUT OF SERVICE
 ABANDON ALTER OTHER: _____

DESCRIBE NATURE OF WORK AND SPECIFIC LOCATION: _____

ESTIMATED DATE OF COMPLETION: _____ EST. COST: \$ _____

BUILDING CONSTRUCTION / MODIFICATION

- IFC/LIFE SAFETY PLAN
- SITE ACCESS PLAN (PROPERTY - ZONE)

FIRE PROTECTION & DETECTION SYSTEMS

- KITCHEN HOOD FIRE SUPPRESSION
- CLEAN AGENT / FM200 / CO2
- FIRE SPRINKLER, FIRE PUMP, STANDPIPE
- UNDERGROUND FIRE MAIN, FIRE HYDRANT
- FIRE ALARM (NEW & MAJOR MODIFICATIONS)
- EMERGENCY RESPONDER RADIO SYSTEM
- OTHER _____

ALL OTHER PROJECTS / SYSTEMS

- BULK CO2 (>100#)/ PRESSURE TANKS (>15 PSI)
- FLAMMABLE/COMBUSTIBLE LIQUID EQUIPMENT, TANKS, OR FUEL DISPENSING
- HAZARDOUS MATERIALS - CHANGE IN USE, QUANTITY OR STORAGE METHODS
- LPG - TANKS, PIPING, OR FILLING SYSTEM
- MOBILE FOOD PREP TRUCK / TRAILER
- SPRAY BOOTH / FINISHING / DIPPING
- SOLAR / BATTERY / WIND SYSTEMS
- TENTS >200 S.F., OR CANOPIES >400 S.F.

ALL PERMITS ALLOW FOR TWO (2) INSPECTIONS: ONE (1) INITIAL/ROUGH-IN AND ONE (1) FINAL/FOLLOW-UP. REQUEST FOR ALL INSPECTIONS SHALL BE THE SOLE RESPONSIBILITY OF THE APPLICANT, OWNER, OR AGENT.

NOTE: ADDITIONAL INSPECTIONS MAY REQUIRE ADDITIONAL FEES.

REMOVAL OF FINISHED SURFACES MAY BE REQUIRED TO ACCESS WORK COVERED PRIOR TO INSPECTION.

THIS PERMIT APPLICATION IS NON-TRANSFERABLE

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT, AND THAT I AM (OR HAVE LEGAL AUTHORIZATION FROM) THE PROPERTY OWNER TO MAKE APPLICATION FOR THE CONSTRUCTION WORK DESCRIBED ABOVE. I AGREE TO ENSURE THE WORK SHALL COMPLY WITH THE PROVISIONS SET FORTH IN THE 2015 INTERNATIONAL FIRE CODE, AS ADOPTED/AMMENDED BY THE CITY OF BELLEVILLE, IL, AND/OR THE 2015 LIFE SAFETY CODE (NFPA 101), AS ADOPTED/AMMENDED BY THE STATE OF ILLINOIS.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

OFFICIAL USE ONLY:

DATE RECEIVED: _____ RECEIVED BY: _____ APPROVED BY: _____ DENIED BY: _____ NOTES: _____
 FEE AMOUNT: _____ CHECK #: _____ COLLECTED BY: _____ OC #: _____



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FIRE SAFETY CONSTRUCTION PERMIT FEE SCHEDULE

IFC/Life Safety Plan Review Fee:	\$75.00 review and processing fee for the first \$10,000.00 of construction cost, plus an additional \$2.00 for each one thousand (\$1,000.00) dollars or portions there of above the first ten thousand (\$10,000.00) of construction cost. Such fees shall include inspections throughout and anytime during construction, including but not limited to: <ol style="list-style-type: none">1) Temporary stocking or temporary occupancy2) Final inspection and occupancy permit
Site Plan Review:	\$50.00 permit fee. No charge for review of re-submittal or site visit.
Kitchen Hood Suppression:	\$75.00 permit fee for any new systems, modifications, or upgrades of existing systems. This includes plan review, rough-in of hood, duct & wrap, clean-outs, fuel interlocks, and one (1) witness of a full wet function test.
Clean-Agent Fire Suppression:	\$50.00 permit fee for plan review, and \$2.00 per one thousand (\$1,000.00) of system cost. This fee applies to any new systems, modifications, or upgrades of existing systems.
Fire Sprinkler, Pump, Standpipe:	\$75.00 permit fee for plan review, and \$3.00 per one thousand (\$1,000.00) of sprinkler system cost. This fee applies to any new systems, modifications or upgrades of existing systems, and includes the following inspections: <ol style="list-style-type: none">1) Rough-In of piping before ceiling installation2) Hydrostatic test of piping3) Final and alarm flow test
Underground Fire Lines:	\$75.00 permit fee for plan review, and includes the following inspections: <ol style="list-style-type: none">1) Rough-In of piping and thrust-blocks.2) Hydrostatic test with pipe covered and joints exposed.3) Witnessed flush (contractor to provide and secure burlap bag to catch debris), at flow rates as stated per NFPA 24.
Fire Alarms:	\$50.00 permit fee for plan review, and \$3.00 per one thousand (\$1,000.00) of alarm system cost. This fee applies to any new systems, modifications or upgrades of existing systems, and includes the following inspections: <ol style="list-style-type: none">1) Rough-In of alarm devices and wiring, prior to ceiling cover-up2) Acceptance test of system and devices
All Other Permits:	\$50.00 permit fee for plan review, and \$3.00 per one thousand (\$1,000.00) of project cost for Flammable Liquid, Hazardous Materials, Bulk Tank CO2 Storage, Compressed Gasses, LPG, Battery/Solar/Wind, Large Tent/Canopy, and all other systems, installations, or modifications.
Re-inspection Fees:	Any failed test or inspection, which requires additional visits, will be subject to an additional \$50.00 fee per visit that must be paid prior to occupancy.
Failure to Permit:	Work performed without a permit shall be subject to fees of 200% of the calculated rate.
Expedited Review Fee:	Priority review services require a \$350 application fee, payable at time of submission, plus expedited plan review fees of 150% of the calculated rate, prior to issuance of comments & permits.

***** All fees are non-refundable after services are rendered *****

Approved: June 3, 2024
Revised: January 30, 2025