



JACKSON FIRE DEPARTMENT

“Serving the Community since 1892”

Fire Protection Application Permit Flow Chart

Contact Jackson Fire Department

- M – F 262-677-3811
- Primary Contact, Chuck Ruetten. Backup, Jim Huyser

Sprinkler Systems

1. Send plans to:
 - James W. Dorn
3770 N. Crosscreek Circle
Appleton, WI 54913-3194
2. Total number of plans needed
 - a. 1 set passed on to Jackson FD after approval
 - b. As many sets as you, the contractor will need
3. Once plans are reviewed and returned to contractor and Jackson FD
 - a. Complete Jackson FD's Fire Protection Application Permit (FPAP)
4. Submit FPAP with local fees
 - a. Check payable to Village of Jackson Fire Department
5. We will return to you
 - a. Letter of confirmation
 - b. Copy of the FPAP
6. Work may begin

Fire Alarm Systems

1. Send plans to:
 - a. Jackson Fire Department
P O Box 527
Jackson, WI 53037
2. Total number of plans needed
 - a. 1 set for Jackson FD
 - b. As many sets as you, the contractor will need
3. Submit plans with completed Fire Protection Application Permit (FPAP)
 - a. Check payable to Village of Jackson Fire Department for local fees

4. We will return to you
 - a. Letter of confirmation
 - b. Copy of the FPAP
 - c. Conditionally approved plans
5. Work may begin

Fire Suppression Systems – Hoods / Booths

1. Send plans to:
 - a. Jackson Fire Department
P O Box 527
Jackson, WI 53037
2. Total number of plans needed
 - a. 1 set for Jackson F D
 - b. As many sets as you, the contractor will need
3. Submit plans with completed Fire Protection Application Permit (FPAP)
 - a. Check payable to Village of Jackson Fire Department for local fees
4. We will return to you
 - a. Letter of confirmation
 - b. Copy of the FPAP
 - c. Conditionally approved plans
5. Work may begin

If you have any questions feel free to contact us at the numbers listed on the letterhead.

Thank you,

Chuck Ruetten

Lt. / Fire Marshal