



## Fire Sprinkler Retrofit Exemption Application Form

Address of Subject Property: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone Number: \_\_\_\_\_

Property Owner Email: \_\_\_\_\_

Applicant Name(if different from property owner): \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

**Application Fee:** There is an application fee of \$500 plus an expected cost of an additional \$500 to have a consultant evaluate the application; therefore, please enclose a check for \$1000 payable to the Village of Lake Bluff

**Submission Requirements:** Please attach the following documentation and submit 10 paper copies to Village Hall and 1 pdf electronic copy by email to Mike Croak, Building Codes Supervisor.

A thorough and detailed written description of what type of exemption (full or partial) is being requested, why it requested, and why it should be approved. Please specifically address the following criteria from the ordinance and attach any documentation, such as building plans, needed to make your case:

- i. Any unusual or practical difficulties in installing an automatic fire sprinkler system in the building.
- ii. The size and location of the building and proximity to adjacent buildings and uses.
- iii. Hazards in or around the building.
- iv. The occupancy classification and occupant load of the building.
- v. Access to the building for firefighting.
- vi. Whether the building meets or exceeds the Village Code's requirements for egress and other life-safety requirements.
- vii. Whether, notwithstanding the Village's local amendments, the adopted edition of the International Building Code and/or any other building codes adopted by the Village would require an automatic fire sprinkler system in the building.

**Application Deadline:** A complete application must be received a minimum of 30 days before your desired Architectural Board of Review (ABR) meeting date. We strongly recommend emailing a draft copy of your application well in advance to Building Codes Supervisor Mike Croak for preliminary feedback on whether it is complete.

**Important Note:** We intend to have our consultant evaluate and comment on not just the characteristics of the subject building in relation to the criteria for exemptions, but also on the accuracy of any relevant claims that are the basis for the exemption request. Therefore, please include any relevant information and claims you wish to make in the written application so it can be evaluated in advance of the meeting.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date