Sanford Fire Department
Office of the Fire Marshal

Commercial Site Plan
and
Construction Permit Process

Please return completed forms to:

Sanford Fire Department
Office of the Fire Marshal
972 Main St.
Sanford, ME 04073
firemarshal@sanfordmaine.org
(207)-324-5293 – Fax: (207)-324-5672
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Sanford Fire Department
972 Main St
Sanford, ME 04073

Phone: 207-324-5293
Fax: 207-324-5293

Sanford Fire Department
Office of the Fire Marshal
917 Main St
Sanford, Maine 04076
Mailing: 972 Main St. Sanford, ME, 04073

Peter Cutrer, Fire Marshal
Phone: 207-324-5293
Fax: 207-324-5672

The Sanford Fire Department strongly suggests that you set up a meeting with the Fire Marshal’s Office early in the planning process. These meetings are extremely informative as well as a great opportunity to explain and review the Town of Sanford’s Ordinances along with the minimum Life Safety Code Requirements.

Review Meetings
- The Fire Marshal’s Office schedules plan review meetings.
- All plans must be submitted to the Office (10) ten business days prior to a plan review meeting.

Inspections
- The Fire Marshal’s Office conducts On-Site and Certificate of Occupancy Inspections by request.
- All requests must be submitted (10) ten business days prior to requested date of inspection.
Sanford Fire Department: Commercial Site Plan Submission Process

Information required on all site plans submitted for review:

☐ Site plans should be delivered to the Sanford Fire Department Office of the Fire Marshal, 972 Main St, Sanford, Maine 04076. They must include the proper name of the project, name of owner, name of architect, and physical address of the building and or buildings proposed. (1 set of the most current plans are required to be scaled ELECTRONIC VERSION PREFERRED and may be submitted to firemarshal@sanfordmaine.org.)

☐ Location of all fire lanes with details of curb marking and sign locations.

☐ Location of fire department connections for fire protection systems such as sprinklers, standpipes, etc.

☐ Location of any type of refuse handling or storage, such as dumpsters.

☐ Location and type of any proposed hazardous materials storage areas, inside or outside.

☐ Calculation of the required fire flow for the project. When the calculated fire flow exceeds 1000 G.P.M. an approved computer generated flow projection shall be submitted verifying that the needed fire flow (NFF) is available on site.

☐ Location of any fencing, temporary or permanent, or any other potential obstruction to hydrants, fire department connections, building access or fire lanes.

☐ Buildings which shall be equipped with an approved automatic fire sprinkler system shall have the following note added to the plans:

   “Approval of site plan does not include the design of the fire sprinkler and or suppression system underground piping from backflow prevention device to one foot above finish floor level.”

☐ Prior to suppression system(s) installation, shop drawings and a separate permit application must be submitted through the State Fire Marshals Office and the Sanford Fire Department Office of the Fire Marshal and the Sanford Code Enforcement Office.

☐ Hydrant locations shall be shown, existing or new, and the location of any new hydrants shall be determined by the Fire Department. Before any hydrant is placed into service the Fire Department shall inspect the condition and location of said hydrant. The piping feeding any hydrant on the plan shall be shown indicating location, nearest shutoff and size of pipe.
Site Access & Fire Lanes

☐ All access points to the building shall be shown on the plan. All vehicle entrances and exits to parking areas and building access shall be a minimum of 20 feet wide, and a minimum outside turn radius of 50 feet.

☐ Buildings exceeding 50,000 square feet in area on any floor shall have Fire Lanes around the entire perimeter of the building. When an automatic fire sprinkler system is installed per Code, Fire Lanes may be modified at the discretion of the Fire Marshal. Fire Lanes shall extend to within 50 ft (15 m) of at least one exterior door that can be opened from the outside and that provides access to the interior of the building.

☐ Buildings not exceeding 50,000 square feet in area on any floor shall have Fire Lanes on the two opposing longest sides of the building. When an automatic fire sprinkler system is installed per Code, Fire Lanes may be modified at the discretion of the Fire Marshal. Fire Lanes shall extend to within 50 ft (15 m) of at least one exterior door that can be opened from the outside and that provides access to the interior of the building.

☐ Non-sprinkled buildings not exceeding 5,000 square feet in area on any floor shall have Fire Lanes on at least two adjacent sides of the building. Fire Lanes shall extend to within 50 ft (15 m) of at least one exterior door that can be opened from the outside and that provides access to the interior of the building.

☐ All Health Care, Educational, or Hotel/Motel type buildings shall have Fire Lane access around the entire perimeter of the building unless otherwise approved by the Fire Marshal. Fire Lanes shall be within 50 feet of the building exterior wall.

☐ All Residential Occupancies with 3 or more units that are 3 or more stories in height shall have Fire Lane access around the entire perimeter of the building unless otherwise approved by the Fire Marshal. Sprinkled 1 or 2 story residential occupancies with 3 or more units are required to have fire lanes on the two opposing longest sides of the building unless otherwise approved by the Fire Marshal. Fire Lanes shall be within 50 feet of the building exterior wall. Where a one- or two-family dwelling is protected with an approved automatic sprinkler system that is installed in accordance with NFPA 13D, the distance shall be permitted to be increased to 150 ft (46 m).

☐ All Dead end fire lanes in excess of 150ft shall have an approved turn around space. This may be modified at the discretion of the Fire Marshal when automatic Fire Sprinklers are installed in all structures being served.

☐ Minimum outside turn radius for use in design of Fire Lanes and turn around spaces shall be 50 feet.

☐ Fire Lanes shall be constructed of an all weather surface capable of supporting fire fighting equipment. Asphalt, concrete, or paving blocks shall be provided unless otherwise approved by the Fire Marshal. Fire Lanes shall be designed to support a minimum of 70,000 lbs. vehicle loads and must be maintainable year-round.

☐ Minimum width of all Fire Lanes shall be 20 feet unless approved by the Fire Marshal.

☐ When fire access is required to pass under overhead obstacles, the minimum clear height under shall be 13 feet 6 inches.
Fire Lane locations shall be determined by the placement of fire hydrants and connections to any fire protection systems located within the buildings, as well as by the building design and site traffic flow characteristics.

Fire Lane locations shall be clearly indicated on the submitted site plan. Yellow curb marking and approved signs and or at all fire lane site specific locations, shall be the means to delineate fire lanes. Signs shall be located within three (3) feet of each end of a fire lane and/or fire access and spaced a maximum of seventy-five (75) feet apart thereafter along each fire lane and/or fire access. Signs shall be within three (3) feet of the side of the fire lane and/or fire access. In addition, one (1) sign is required for every twenty (20) foot increment or portion thereof on any island adjacent to a fire lane and/or fire access. Signs may be mounted on buildings or existing posts or may be mounted on their own permanently set posts.

**Sign colors:** Red letters & Boarders, on a white reflective background.
**Letters:** Two inch (2”) “C” series

**Sanford Fire Department Fire Department: Commercial Site Plan Submission Process**
Fire Hydrants

- Hydrant locations shall be clearly shown on the submitted site plan. Hydrant installation details shall be in accordance with the National Water Works Association and the local water utilities requirements.

- The number of hydrants required shall be based on:
  - **Needed Fire Flow (NFF):** One hydrant shall be provided for each 1000gpm, or fraction there of, based on the calculated fire flow requirements. *(refer to NFPA 1142, water supplies for suburban and rural fire fighting)*
  - **Remote Location:** The first required (public) hydrant shall be located within 500 feet of the most remote exterior point of the building. Hose lay distance shall be measured along the natural and unobstructed path of travel. When a second hydrant is required based on the (NFF), it shall be located within 750 feet of the most remote exterior point of the building. Additional hydrants required shall be located within 1000 feet of the most remote exterior point of the building.
  - When the building is equipped throughout with an approved automatic fire sprinkler system the maximum hose lay distance may be increased to 600 feet. A second hydrant shall be required accessible to the site within 1500 feet of the most remote exterior point of the building.
  - Private hydrant locations shall be approved by the fire department. The first private hydrant shall be located within 50 feet of the fire department sprinkler and or standpipe connection. Any additional private hydrants shall be located within 750 feet of the most remote exterior point of the building. *All private hydrants installed in the Town of Sanford are required to have an annual maintenance contract in force at the owner’s expense.*

- Hydrants and fire department connections to sprinkler systems shall remain clear and unobstructed by landscaping, parking, snow or any other objects.

- Hydrants and fire department connections to sprinkler systems shall be located where they are accessible from designated fire lanes or other routes as approved by the fire department official.

- Hydrants located on a road or street shall be located at least 7 feet, but not more than 8 feet behind the face of curb or edge of pavement when measured from the edge of pavement or driving surface, to the steamer port cap, unless approved by a fire department official. Placement of hydrants not on a road or street will be approved by the Fire Marshal prior to installation.

- An adequate water supply (public hydrant, private hydrant, dry hydrant, or holding tank) must be installed, tested, and approved by the Sanford Fire Marshal before any combustible materials are allowed on site as outlined in NFPA 1, section 29.

  No consideration will be given to off-site hydrants unless they are shown on the plan submitted for review.
Sanford Fire Department

Construction Plan Review Process
Site Plan Review completed and approved.

State Fire Marshall Sprinkler Plan Review completed and approved. 
*The State Fire Marshall review for sprinkler systems is required by State Law. Applicant must have completed this review and made any necessary revisions to the plans prior to starting the construction permit process with the Town of Sanford.*

ADA Review done by Registered Design Professional. A letter of compliance must be attached. If your building is not required to have an ADA review done, you must submit a letter or notation stating such.

Application for Sanford Fire Marshal Construction Permit submitted by applicant with a complete set of plans as outlined below.

Construction Plan information required: 
*(Plans must be submitted 10 working days prior to the scheduled plan review meeting.)*

- Construction plans shall have the proper name of the project, name of owner, name of architect, and the physical address of the building and or buildings, plus the building occupancy and construction type.
- *(1 up-to-date set of plans is required. Scale is Required. ELECTRONIC VERSION REQUIRED and may be submitted to firemarshal@sanfordmaine.org)*
- Plans should be delivered to the Sanford Fire Department, 972 Main St, Sanford, Maine 04073.
- Plans shall clearly indicate the following when applicable:
  - Total square footage of the building
  - The location of all fire hydrants as required during Site Plan review
  - The location of the main fire alarm panel
  - The location of the sprinkler, mechanical, and elevator rooms
  - The location of the Fire Dept. connection to sprinkler and standpipe systems
  - The location of all utility entrances and main shut-offs
  - The location of any type of refuge handling or storage, such as dumpsters
  - The location and type of any proposed Hazardous Materials storage areas (inside or out)
  - The location of any fencing, temporary or permanent, or any other potential obstruction to fire hydrants, fire department connections, building access, or fire lanes
  - Proper symbols and keys identifying all fire protection features of the building, as well as any special information required
  - All applicable construction requirements such as wall types, door schedules, roof construction, foundation construction etc. To include all applicable symbols and UL testing information
  - Any other information pertinent to the project as required by the Fire Department
Schedule a plans review meeting with the Sanford Fire Marshal’s Office. Appointments must be made at least 10 business days in advance, and should include architects, contractors, alarm & sprinkler system installation contractors.

All Sprinkler Systems shall meet the minimum standards of the NFPA or the State of Maine. Sprinkler plans must be submitted to the State Fire Marshal for review and approval prior to submitting them to the Sanford Fire Marshal’s Office.

- State Fire Marshall Sprinkler Permit received.
- Sprinkler plans submitted for Fire Dept. review need to be accompanied by the sprinkler/suppression system permit along with payment of the application fee contained in this package and must include the following information:

  *(Plans must be submitted 10 working days prior to scheduled plan review meeting.)*
  - Type of Sprinkler system
  - Floor plans showing sprinkler coverage
  - Elevation drawings showing sprinkler coverage
  - Location of OS & Y and Fire Dept. connection locations
  - Identify zones and locations of zones
  - Identify sprinkler monitoring system
  - All applicable hydraulic information
  - Letter required from sprinkler contractor indicating that the system was installed according to the appropriate NFPA standard used prior to final inspection

- On-site inspection of sprinkler system is required prior to closing in any ceilings or other spaces. *On-site inspections need to be scheduled in advance.*

- Construction Permit shall be issued when plans have been approved and only upon full payment of the Construction Permit Fee.

- An Alarm System Application must be submitted for all alarm systems.
On-site construction inspections are included in the Construction Permit fee and shall be conducted as necessary depending on the size of the building, and systems requirements.

A Certificate of Occupancy Inspection is required from the Sanford Fire Marshal as well as the Code Enforcement Office prior to occupying any building. During this inspection a thorough inspection of all fire protection features of the building will be conducted. Applicant is required to have representatives from all fire suppression system(s), alarm system installer, and general contractor present so that all systems can be tested.

Requests for Certificate of Occupancy inspections (CO) shall be made at least (10) ten working days prior to requested date.

All fire alarm and suppression systems must be PRE-TESTED through to the monitoring company prior to final inspection to assure zoning and enunciation is exactly as agreed to during the pre-installation meeting.

During the CO inspection all alarm zones, and any or all devices may be tested.

One CO inspection is included in the Construction Permit Fee. If the department is required to return because of a failure to comply with any law, standard, or ordinance it will require an additional fee, and rescheduling of another CO inspection.

Re-inspection of alarm & fire suppression system testing will be $100.00 for the first occurrence and;

$200.00 for the second occurrence and any subsequent occurrence thereafter.
Property Owner: ___________________________ Phone No: ___________________________
Physical Address: ___________________________ Fax No: ___________________________
Mailing Address: ___________________________

Design Professional: ___________________________ Phone: ___________________________
ME Registration #: ___________________________ Fax No: ___________________________
Address: ___________________________________ Email: ___________________________

Contractor Name: ___________________________
Phone: ___________________________
Address: ___________________________
Fax No: ___________________________
Email: ___________________________

Site Plan Information
Site Plan Approval:  yes  no  Date: ___________________________

Type of Building  New  Renovation  Addition  Occupancy/Tenant Change

Hydrants
Private: (with service contract) ___________________________
Public: (type, condition, record) ___________________________
Tanks: (type, condition, record) ___________________________
Dry Hydrants: (type, location, installer) ___________________________

Fire Lanes (location, signage, review approval): ___________________________

NFPA Classification

<table>
<thead>
<tr>
<th>Assembly</th>
<th>Detention/Correction</th>
<th>Educational</th>
<th>Mercantile</th>
<th>Healthcare</th>
<th>Business</th>
<th>Mixed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial</td>
<td></td>
<td></td>
<td>Storage</td>
<td></td>
<td></td>
<td>Special</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Residential</td>
<td>Other</td>
</tr>
</tbody>
</table>
**Construction Type**

<table>
<thead>
<tr>
<th>Fire Resistive</th>
<th>Protected, ordinary</th>
<th>Protected Wood Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protected, non-combustible</td>
<td>Unprotected, ordinary</td>
<td>Unprotected Wood Frame</td>
</tr>
<tr>
<td>Unprotected, non combustible</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sprinkler System**

When a sprinkler system is required by any state or local code, law or standard it shall meet the minimum standards of NFPA and the State of Maine.

*The system shall be visually inspected before closing in any sprinkled areas.*

- Fire Marshal Construction Permit: Date __________ Permit No: __________
- Fire Marshal Sprinkler Permit: Date __________ Permit No: __________
- OS&Y Location: (shown on plans) _______________________________________________________________________
- Fire Department Connection Location: __________________________________________________________________

Letter from contractor(s) indicating type of system, the NFPA standard used, and that it will meet or exceed applicable NFPA codes and local ordinances. Date: __________

**Type of System:**

- [ ] Wet
- [ ] Dry
- [ ] Pre-Action
- [ ] Deluge
- [ ] 13D
- [ ] Maine Life Safety
- [ ] 13R
- [ ] Hydro Pro
- [ ] NFPA 13

**Number and Location of Zones:** ____________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

**System Monitoring:**

- [ ] Water Flow
- [ ] Tamper
- [ ] Low Air

**Standpipes:**

- Class I: __________
- Class II: __________
- Class III: __________
- Connection: __________
  - 2 1/2” nst w/cap
  - 1 1/2” ipt reducer w/cap
- High Rise Pack Required: [ ] Yes  [ ] No

**Fire Alarm System**

Shall meet or exceed NFPA 72, local ordinance; reporting of a fire alarm shall be by function and by zone for both suppression and detection. All parts and/or devices shall be “approved, listed devices”. The enunciators must have sufficient characters to display information in a manner satisfactory to the Sanford Fire Department Office of the Fire Marshal.
### Type of System:
- [ ] Complete
- [ ] Partial
- [ ] Smoke Detection ONLY
- [ ] Horn / Strobes
  
  *(Strobe must stay on when silenced)*

### Activation Devices Reporting:

<table>
<thead>
<tr>
<th>Pull Stations</th>
<th>Smoke Detectors</th>
<th>Heat Detectors</th>
<th>Duct Smokes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Flow</td>
<td>Tamper</td>
<td>Low Air</td>
<td>Other:</td>
</tr>
<tr>
<td>Hood System</td>
<td>Extinguishing</td>
<td>Key Box</td>
<td></td>
</tr>
</tbody>
</table>

### Monitoring:
- [ ] Private
- [ ] City Box

  City Box #: __________

<table>
<thead>
<tr>
<th>Monitoring Company:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td>Fax No:</td>
</tr>
<tr>
<td>Address:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

### Fire Alarm Panel location:

__________________________

### Reset Information:

__________________________

### Special Features:

__________________________

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**NOTE:** Prior notice of at least 10 working days is required for all Occupancy Permits, which will also include testing and verification of all suppression and detection devices and reporting conditions per Municipal Ordinances. Monitoring shall be done by an UL approved FIRE receiving station.

### Emergency Devices

**Key Box:** (locations, keys)

__________________________

**Emergency lighting:**

__________________________

**Exit Signs:** (location, lit/not lit)

__________________________

**Fire Extinguishers:** (location, type, size)

__________________________

**MSDS Information:** (location)

__________________________

**Other:**

__________________________
The undersigned applicant for a Construction Permit recognizes that a Certificate of Use and Occupancy must be issued before the building, land, or any part thereof, can be occupied or used. An inspection by the Fire Marshal and Code Enforcement Officer shall be required. All suppression, detection, and alarm vendors are to meet with the Sanford Fire Marshal’s Office prior to installation of the fire alarm/suppression systems. In addition, by signing this permit you clearly understand that the Town of Sanford has a local Ordinances with which you will comply. These Ordinances are provided in this package or are available upon request.

Signature (applicant): ________________ Date: ______________

Fire Department Official: ________________ Date: ______________

For FD Use Only

Total Sq Footage: _______ Construction Permit Fee: $_______ Date: _______ Check No: _______

Paid: _______

Please make all checks payable to the Town of Sanford.
A Fire Department construction permit is required for any new construction, or remodeling of existing commercial space. The permit allows us to review important information concerning life safety issues, the buildings alarm and suppressions systems, utility connections, heating systems, utility connections, heating system information, water supply, hazardous materials, fire lanes, and a variety of other items prior to the start of construction.

Fire Department Construction permit fees for all commercial buildings that are a mercantile occupancy over 3,000 square feet, a hotel, a motel or a business occupancy of 2 or more stories shall be: $0.04 per sq. ft. payable to the Town of Sanford, and $0.01 per sq. ft payable to the State of Maine Fire Marshal.

Commercial structures are defined as any building that is non-residential, or any residential complex that has three or more living units.

Construction permit fees cover the following services:
- Initial conference and fact finding discussion
- Concept plans review for compliance with local ordinances
- Site plan review
- Construction plans review
- Follow-up meeting with contractors, architects, and building owners
- Structural building inspections as necessary during construction
- One comprehensive alarm system and fire suppression system test to be scheduled after coordination of reporting information with the Fire Department, and after all components have been installed to the applicable codes and pre-tested through to the monitoring company.
- One final Certificate of Occupancy inspection to be schedule when all Federal, State and Local codes have been met and the building is ready for occupancy.

Re-Inspection Fees

If a re-inspection or re-testing of a fire alarm or fire suppression system is required due to improper pre-testing, installation, or lack of coordination with the Fire Department concerning appropriate reporting requirements. The fee will be $100.00 for the 1st re-test or re-inspection and $200.00 for the second or any subsequent occurrences.

Please make all checks payable to the Town of Sanford.
APPLICATION FOR FIRE SPRINKLER SYSTEM INSTALLATION

| PROJECT NAME: ______________________________________ |
| Maine Fire Marshal’s Permit No: ______________________ |

| Physical Address: ____________________________________ |
| Property Owner: ______________________ Phone No: ____________ |
| Mailing Address: ______________________ Fax No: ____________ |
| System Installer ______________________ Email: ____________ |
| Contractor Name: ______________________ Phone: ____________ |
| Address: ______________________ Fax No: ____________ |
| Email: ____________ |

| Type of System:  
13  13D  13R  Other  |
| System Design:  
Wet  Dry  Pre-Action  Deluge  Other  |

Fee Schedule: $8 per $1000 of job cost; $25 minimum

| JOB COST: $ | TOTAL FEE: $ |

| System Monitoring:  
Water Flow  Tamper  Low Air  |

THE TOWN OF SANFORD REQUIRES ELECTRONIC SUBMISSION OF PLANS AND CALCULATIONS. THE PLANS CAN BE FORMATTED EITHER .TIFF OR .PDF. (PDF PREFERRED)

BY SIGNING BELOW YOU AGREE that all sprinkler systems will meet or exceed the requirements of NFPA and/or the State of Maine Standards. All sprinkler plans must be reviewed and approved by the State Fire marshal prior to submission to the Sanford Fire Marshal.

Applicant: ______________________ Date: ________________
Sanford Fire Marshal: ______________________ Date: ________________

**Sprinkler plans, including all applicable hydraulic calculations, must be submitted (10) ten days prior to permit issuance.**
Application for Fire Alarm Work

Application is hereby made for the installation of a Fire Alarm System and/or UL monitoring equipment or alteration of an automatic fire detection system. The Sanford Fire Department Office of the Fire Marshal requires certain information prior to the installation. Plans and installation shall conform to NFPA 1, NFPA 70, NFPA 72 (editions as adopted by ME Fire Code) standards and local ordinances.

INFORMATION NEEDED:

This application shall be filled out completely and returned to the Sanford Fire Department Office of the Fire Marshal.

1) Submit two (2) sets of COMPLETE plans. “Complete” means that the plans and applications shall be accompanied by a letter from the designer that plans meet all requirements of state code and local ordinances. The plans submitted shall include all information regarding the system or system alteration including specification sheets for devices, wiring diagrams/riser diagrams, battery calculations, floor plans (including location of devices), annunciator layout and compatibility of devices. One set of plans may be submitted electronically, and one set may be retained at the job site.

Approved plans must be on file with the Sanford Fire Department Office of the Fire Marshal and a permit issued BEFORE installation work begins. Failure to obtain a permit before installation begins may lead to fines.

The Marshal shall be notified and review any deviations from the approved plan before final testing. Prior to acceptance by the Sanford Fire Department, a signed Record of Completion shall be submitted to the Marshal.

All inspections require a minimum of 48 hours advance notice by the Installer. A Fire Official shall witness any operational and final tests as required. The Official shall not perform the test. The installer shall provide adequate manpower and equipment for such test.

Installer: Attach copy of monitoring contact schedule or contract. DO NOT attach security codes with this schedule.

Date of Application: __________________________

Property Name and Address: __________________________________________________________

Alarm Company Name: ________________________________________________________________

Alarm Company Phone #: ___________________ Alarm Co. Fax #: __________________________

Installer Name (Individual in charge of job): ________________________________________________

YOU MUST BE REGISTERED WITH THE SANFORD FIRE DEPARTMENT OFFICE OF THE FIRE MARSHAL TO WORK ON FIRE ALARMS IN SANFORD AND Springvale. YOU MAY REGISTER BY CONTACTING THE OFFICE DURING NORMAL BUSINESS HOURS.
Fire Alarm Rules

All modifications to the alarm system shall be inspected by the Office of the Fire Marshal, unless prior authorization has been granted in writing from the Fire Marshal. Modifications do not include minor repairs or modifications of existing devices. Modifications do include adding of a zone, adding of a sub-panel, replacing a panel, starting monitoring of a panel, and the like. General maintenance that is done within the scope of applicable code and is performed by licensed technicians is permissible to be completed with the need of inspection. However, modification of systems that impacts the operation and scope of the system shall be inspected by the Office of the Fire Marshal.

You must be registered with the Sanford Fire Department Office of the Fire Marshal to perform work on Fire Alarm Systems within Sanford and Springvale. Registration may be done by contacting the office during normal business hours.

A Fire Alarm Application shall be filled out and submitted as described on the application.

5 day lead time shall be given for commissioning and inspections. The only person able to grant variance to this due to emergency repairs shall be the Fire Marshal.

Installations and Inspections shall be completed to the current, adopted NFPA codes, including but not limited 70, 72, and 101.

A permit for installation shall be made by the installing party, prior to installation commencing. This permit may be obtained via the Office of the Fire Marshal.

Upon Completion and prior to commissioning, an acceptance report MUST be completed. For a reference to the minimum requirements, see NFPA 72, Annex 1. This report is to be left with the Customer. If you do not complete this prior to final inspection, you will not receive commissioning.

Tie in of auxiliary devices such as Flow switches, Supervisory devices, and Fire Suppression devices, shall be completed before inspection.

Trouble conditions shall not exist at time of commission.

A Red exterior beacon strobe must be installed on the numbered side of the building, facing traffic. This device is to activate when any alarm signal is received by the fire alarm panel.
A White exterior beacon may be required for some occupancies of a larger nature. This indicator shall activate upon water flow.

Fire Alarm control cabinets, Remote Annunciators, Power Supplys, Manual Pull Stations, and any other device that can be locked, should be locked, and keyed with a CAT 30 type key. If a CAT 30 key is unavailable, use of the manufacturer’s key may be used, but the keys shall remain in unison with each other, including the panel.

Panels or Annunciators shall NOT require a code to be entered to operate. Coded panels and Remote Annunciators shall be disabled and keyed or secured.

Keys are not to be left with the customer or in the panel. Fire Alarm keys shall be labeled secured in the Knox Box.

Monitoring Stations of fire alarms shall be in accordance with NFPA 72, requiring 2 phone lines of which can be shared but shall have line seizure. Monitoring shall be done with an UL Fire listed central station. Total time for receipt of alarms is 180 seconds.

All devices shall be Labeled.

This list does not represent a complete list of requirements. For a complete list in addition to the above, please consult NFPA 72, for questions pertaining to the installation of Fire Alarms.
All elevator shafts shall have sprinkler heads at both the top and the bottom of the shaft.

No heat detector or smoke detector shall be installed in the elevator pit.

A smoke detector shall be installed in the elevator machine room and at the top of the elevator shaft. Operation of either of these detectors shall activate the building fire alarm system and place the elevator into recall.

Activation of the building fire alarm system from any device shall place the elevator into recall.

Smoke detectors shall be placed in the elevator lobby in front of each elevator at all levels of operation. Activation of these detectors shall activate the building fire alarm system and place the elevator into recall. Activation of an elevator lobby smoke detector on the primary recall floor shall redirect the elevator car to an alternate floor.

Heat detectors shall be installed
  o In the elevator machine room and at the top of the elevator shaft.
  o These heat detectors shall be installed within 2 feet of the sprinkler heads in these areas and be set at a 20 degree lower activation point from these sprinkler heads. Activation of the heat detectors at the top of the shaft and in the elevator machine room shall activate the power shunt trip.

Emergency phones in the elevators shall be programmed to dial 911 and be routed to the Sanford Public Safety Communications center.

A sign shall be installed near the emergency phone indicating the name of the facility, the street address, and the elevator number or letter designation so trapped occupants will be able to notify the dispatch center of the correct information.
All commercial occupancies are asked to install at least one Knox box for emergency access by the fire department to provide quick entry and to prevent forcible entry or damage to the property.

The Sanford Fire Department has standardized on the Knox box brand key box system for its strength, availability, security, and reliability. All key boxes installed shall be approved Knox box brand components.

Sanford Fire Department is registered with Knox box and when you place an order with them the box you receive is properly keyed so only our keys will open it. The boxes also come with a tamper switch installed and we highly encourage connecting the key box to a tamper signal on your alarm system so a signal is generated whenever the box is opened.

The installation location for the Knox box(s) must be approved by the Sanford Fire Department prior to installation.

Knox box ordering instructions:
- Order on-line at www.knoxbox.com
- Choose from the following series
  - 3200 series large enough for most commercial occupancies
  - 4400 series larger box for multiple key sets for large facilities requiring it
  - 1650 series for residential use only
- Select the on-line purchase link and the series box you are interested in purchasing
- Enter the zip code for Sanford 04073 and click continue
- Select the Sanford Fire Department and click continue
- Click the buy now link
- You will find some drop down boxes with various options. Enter your choices and business information to complete the purchase.
CHAPTER 91. FIRE PREVENTION CODE

ARTICLE I §91-6. Knox Box Program.

The Knox Box Program in the Town of Sanford shall be used for access of buildings for emergency purposes only. The Town of Sanford Fire Marshal shall serve as the administrator for the Knox Box Program, as defined by the Knox Company. No person shall make application, place into service, or continue use of, any Knox branded product, without the written permission of the Sanford Fire Marshal or designee. All Knox products found in violation of this provision shall be removed and discontinued.

ARTICLE II. Fire Alarm Provisions

ARTICLE II §91-7. Alarms and Sprinkler Systems.

No person shall reset a Fire Alarm or Sprinkler System that has caused the Fire Department to respond without approval of the Fire Department.

ARTICLE II §91-8. Connection of fire alarm reporting equipment.

When Town ordinance, the National Fire Prevention Code, or other regulation requires that a building or structure be equipped with a fire alarm, such system shall include approved supervisory equipment, which shall transmit an alarm to an approved receiver. Such supervision shall be by connection to a private alarm station that has been approved as a fire alarm monitoring service by Underwriters’ Laboratories, Inc. and accepted by the Sanford Fire Department Office of the Fire Marshal. (NFPA 72)

The time required from initiation of the fire alarm, to receipt of alarm by the Fire Department shall not exceed 180 seconds total.


No fire alarm system, once installed and operational, shall be modified or extended without the prior approval of the Sanford Fire Marshal. Neither shall such a system be removed, rendered inoperable, disconnected from the supervisory system, interrupted in any manner, without the prior knowledge of the Sanford Fire Marshal. The person(s) engaged in such work shall be licensed by the State of Maine appropriately, or shall be ordered to cease and desist. The Sanford Fire Marshal shall be responsible for maintaining vendor registration application process and rules for installation schedule for the Town of Sanford.
ARTICLE III. Fire Sprinkler Provisions and Water Supplies for Fire Fighting

Editor's Note: The provisions in this section were originally adopted as follows: Subsection A, 12-5-1972; Subsections B and C, 12-3-1973, effective 1-1-1974; and Subsection D, 5-17-1976.

ARTICLE III §91-10. Sprinkler Systems Required.

a) All buildings constructed in the Town of Sanford after the effective date of this section or amendment thereto shall conform to the following: buildings designed or used to house three or more families or which are greater than three stories in height, of any construction, shall be equipped with sprinkler systems that meet the current NFPA and State of Maine installation standards. [Ord. §90-3, A, Amended 11-20-1984]

b) Any building renovated so as to house three or more families shall comply. [Ord. §90-3, B]

c) Any building or series of buildings joined together by any means that will house three or more families shall comply. [Ord. §90-3, C]

d) For renovations only, the requirements of a sprinkler system may be waived by the Fire Chief or his designee when alternative fire safety measures, such as hardwired smoke alarms and fire-rated doors and/or walls, are to be employed if in the opinion of the Fire Chief or his designee such alternative fire safety measures will achieve substantially the same measure of protection for the occupants. [Ord. §90-3, E, Amended 5-23-1995]

ARTICLE III §91-11. Sprinkler Systems to remain in Service.

Occupied or unoccupied buildings or portions thereof of any construction shall maintain all sprinklers and standpipe systems and all component parts in a workable condition at all times, and it shall be unlawful for any owner or occupant to reduce the effectiveness of the protection these systems provide, except this shall not prohibit the owner or occupant from temporarily reducing or discontinuing the protection where necessary to make tests, repairs, alterations, or additions. The Sanford Fire Marshal shall be notified before such tests, repairs, alterations, or additions are started. Nothing of a lesser nature in the NFPA and/or State of Maine installation standards shall negate anything in this section. [Ord. §90-3, D, Amended 2-5-2008]


a) Any subdivision as dictated by the rules of the Town of Sanford Code section 275, with more than 3 lots, shall cause to be installed a reliable water supply for fire-fighting. If public fire hydrants are not available within 0.5 mile of each lot, the subdivider shall be responsible for providing adequate fire protection water supply. Subdivisions shall provide adequate fire protection water supply in accordance with NFPA 1231. Acceptable methods include, but are not limited to, fire ponds with an approved dry hydrant, underground storage reservoirs with an approved dry hydrant or approved residential sprinkler systems in each principal building. Individual property owners and/or homeowner associations shall be responsible for the maintenance of the fire protection system.

b) If fire hydrants are not provided and the Planning Board determines that a fire protection water supply is needed, a minimum storage capacity of 10,000 gallons plus additional storage of 2,000 gallons per lot or principal building or such other amount as required by the Fire Chief shall be provided. Where fire ponds are proposed for water storage, the capacity of the pond shall be calculated based on the lowest projected water level less an equivalent of three feet of ice. A detailed plan of the required pond, dry hydrant, piping, and/or access road shall be submitted as part of the application. The Town Engineer and Fire Chief shall approve the design of all storage facilities. Subject to the review and approval of the Sanford Fire Marshal, individual fire suppression systems may be utilized for fire protection.


ARTICLE V. Building Construction and Review
All Building permits, except for those issued for one and two family dwellings, shall be issued by the Sanford Codes Enforcement Officer after review and approval by the Sanford Fire Marshal. [NFPA 1-1.7.12]

All Occupancy permits, except for those issued for one and two family dwellings, shall be issued by the Sanford Codes Enforcement Officer after review and approval by the Sanford Fire Marshal. [MRSA 25§2357 NFPA 1-1.7.13]

ARTICLE V §91-23. Construction Plan Review.
The Sanford Fire Marshal shall conduct a Construction Plans Review, as based upon the provisions of the Sanford Fire Prevention Code, on any public building changing use or obtaining a building permit, with the exception of one and two family dwellings, which shall be handled by the Codes Enforcement Officer. The Town of Sanford shall remain in compliance with MRSA 25§2448. The Sanford Fire Marshal shall be responsible for maintaining a permit application process. [MRSA 25§2448 NFPA 1-1.7.11]

ARTICLE VI. Adoption of Codes

ARTICLE V §91-24. Adoption of Codes by Reference and Ordinance.
A. The following basic codes which relate, either in whole or in part, to fire prevention are in effect in the Town of Sanford:
   a) NFPA 1 Uniform Fire Code, as amended by the State of Maine Fire Marshal, using the current version as adopted by the State of Maine Fire Marshal. [MSRA 25§2361; MRSA 25§2465; MRSA 25§2452; MRSA 5§8001 through 11008]
   b) NFPA 101 Life Safety Code, as amended by the State of Maine Fire Marshal; using the current version as adopted by the State of Maine Fire Marshal. [MSRA 25§2361; MRSA 25§2452; MRSA 25§2465; MRSA 5§8001 through 11008]

Copies of the above Codes shall be kept on file in the office of the Building Inspector for examination by the public