

SANFORD FIRE DEPARTMENT

CONSTRUCTION PLAN REVIEW PROCESS



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

Sanford Fire Department: Construction Permit Process

- 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.

Sanford Fire Department: Construction Permit Process

- 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.



SANFORD FIRE DEPARTMENT

OFFICE OF THE FIRE MARSHAL

Construction Permit Application

Property Owner: _____ Phone No: _____
 Physical Address: _____ Fax No: _____
 _____ Email: _____
 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

<input type="checkbox"/> Assembly	<input type="checkbox"/> Educational	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Mixed
<input type="checkbox"/> Detention/Correction	<input type="checkbox"/> Mercantile	<input type="checkbox"/> Business	<input type="checkbox"/> Special
<input type="checkbox"/> Industrial	<input type="checkbox"/> Storage	<input type="checkbox"/> Residential	<input type="checkbox"/> Other

Type of System:

<input type="checkbox"/> Complete	<input type="checkbox"/> Partial
<input type="checkbox"/> Smoke Detection ONLY	<input type="checkbox"/> Horn / Strobes

(Strobe must stay on when silenced)

Activation Devices Reporting:

<input type="checkbox"/> Pull Stations	<input type="checkbox"/> Smoke Detectors	<input type="checkbox"/> Heat Detectors	<input type="checkbox"/> Duct Smokes
<input type="checkbox"/> Water Flow	<input type="checkbox"/> Tamper	<input type="checkbox"/> Low Air	<input type="checkbox"/> Other:
<input type="checkbox"/> Hood System	<input type="checkbox"/> Extinguishing	<input type="checkbox"/> Key Box	

Monitoring:

Private
 City Box
City Box #: _____

Monitoring Company: _____	Phone: _____
Contact Name: _____	Fax No: _____
Address: _____	Email: _____

Fire Alarm Panel location:	_____
Reset Information:	_____
Special Features:	_____

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: _____

Special features and/or hazards pertaining to this occupancy: _____

ADDITIONAL INFORMATION: _____

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 Paid: _____	Check No: _____
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Please make all checks payable to the Town of Sanford.



SANFORD FIRE DEPARTMENT Construction Permit & Inspection Fee Schedule

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.