



BELMONT FIRE DEPARTMENT

Headquarters

299 Trapelo Road, Belmont, MA 02478

Administration 617-993-2202

Fire Prevention 617-993-2210

Requirements for a Fire Protection System Plan Review

The owner or authorized agent of a property must contact the Fire Prevention Bureau to ascertain the procedures required for a fire protection system installation.

The following are required when applying for a Plan Review:

- **Plan Review Application** and fee payable to the “Town of Belmont” (**check or money order**).
- **Construction documents and narrative**, as required by 780 CMR 901.2.1
(The exception is one-and-two-family dwellings which must comply with 780 CMR 51.00)
- **One set of drawings**, with locations of fire protection devices indicated on the plans (Additional plans may be required by other agencies).
- All documents and payment must be **hand delivered** to: Belmont Fire Department
Fire Prevention Division
299 Trapelo Road
Belmont, MA 02478

After the applicant has completed the above requirements, the Fire Prevention Bureau will perform a plan review of the fire protection system, and if all requirements are satisfied, will provide a stamp to the Office of Community Development (Building Department).

Processed plans and Fire Prevention Bureau permits are valid for 6 months from the date of approval.
If construction has not begun within 6 months, another plan review will be required.

The fees for a plan review and fire protection equipment installations and modifications are as follows:

- Plan review of fire alarm system
 - \$25 permit fee
 - \$50 per 1,000 square feet
- Plan review of sprinkler system
 - \$25 permit fee
 - \$50 per 1,000 square feet
- Plan review of both a fire alarm and a sprinkler system
 - \$25 for each permit (\$50 total permit fee)
 - \$100 per 1,000 square feet
- Fire protection equipment installations and modifications
 - \$25 permit fee
 - \$50 for inspection, which includes both a rough inspection and a final inspection



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Plan Review Application

Building Address: _____ Date: _____

Occupancy: _____

Building Use Group for Fire Protection: _____

Total Square Footage for Fire Protection: _____ sq. ft. Fee: _____ Check # _____

Fire Protection System: Fire Alarm (new): ☐ Fire Alarm (existing): ☐

 Sprinkler (new): ☐ Sprinkler (existing): ☐

 New Construction: ☐ Existing Building: ☐

Owners Agent/General Contractor:

Name: _____

Address: _____

Telephone: _____

Email: _____

Licensed Electrician/Installer:

Name: _____

Address: _____

Telephone: _____

Email: _____

License Number: _____

Property Owner(s):

Name: _____

Address: _____

Telephone: _____

Email: _____