



**BELMONT FIRE DEPARTMENT**  
FIRE PREVENTION BUREAU  
299 TRAPELO ROAD  
BELMONT, MASSACHUSETTS 02478



TELEPHONE 617-993-2210  
FAX 617-993-2211

**Requirements for a Fire Protection System Plan Review**

The owner or authorized agent of a proposed protected 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:**

- The completed **Plan Review Application and Fee payable to the Town of Belmont.**
- **Construction Documents and a 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 required locations of fire protection devices indicated on plan submitted to the Fire Department. (Additional plans may be required by other agencies.)

**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 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 six months, another Plan Review will be required.**

**The Fees for a Plan Review are as follows:**

- Plan Review and Rough and Final Inspections of **fire alarm system**: \$50 per 1,000 square feet.
- Plan Review and Rough and Final Inspections of **sprinkler system**: \$50 per 1,000 square feet.
- Plan Review with inspections of **both fire alarm and sprinkler systems**: \$100 per 1,000 square feet.
- Permit Fee of \$25 for Installation



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## Plan Review Application

Date: \_\_\_\_\_

Building Address: \_\_\_\_\_

Occupancy: \_\_\_\_\_ Tenant Space; Yes: \_\_\_\_ No: \_\_\_\_

Building Code Use Group for Fire Protection: \_\_\_\_\_

Total Square Footage for Fire Protection: \_\_\_\_\_ Sq. Ft. Fee: \_\_\_\_\_ Check #: \_\_\_\_\_

Fire Protective System: Fire Alarm New: \_\_\_\_\_ Fire Alarm Existing: \_\_\_\_\_

Sprinkler New: \_\_\_\_\_ Sprinkler Existing: \_\_\_\_\_

Building New: \_\_\_\_\_ Building Existing: \_\_\_\_\_

Other: \_\_\_\_\_

Owners Authorized Agent: \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Agent's Telephone#: \_\_\_\_\_

Licensed Electrician/Fire Protection Contractor: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Owners Address: \_\_\_\_\_

Owners Telephone: \_\_\_\_\_