



CITY OF MARLBOROUGH FIRE DEPARTMENT

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Marlborough Fire Department Contractor Guidelines for fire alarm, sprinkler, kitchen suppression systems, CO detection and clean agent systems

For all systems: We prefer to work with the contractors installing the systems as opposed to the General Contractor. That way, if we have any questions, we can speak directly to the contractor.

- We require 2 copies of the plans. Plans should be drawn to a 1/8" scale. One copy will be returned and **must be kept on site along with the permit**. The other is kept here for reference purposes.
- The contractor's license will be presented at the time of application and a copy made. If the license does not have a photograph, a valid photo ID will be required before the plan is submitted and a copy made of said ID.
- New sprinkler plans must be wet stamped by a **Massachusetts registered Fire Protection Engineer**. Sprinkler refit plans can be done by the sprinkler company. Any plan adding 20 or more heads must have the hydraulic calculations redone and the reports of said calculations submitted with the plan. The Marlborough Fire Department requires that all FD connection be 4" Storz, 30 degree swivel.
- Fire alarm plans must be stamped by either a **Massachusetts registered Electrical Engineer** or a **Massachusetts licensed fire alarm contractor**.
- The Marlborough Fire Department utilizes Digitize radio box receiver panels which can receive both Digitize and KingFisher radio Boxes, an AES radio box system is coming on line in January 2013.
- Kitchen suppression plans must be drawn and stamped by a licensed installer.
- Clean agent system plans must be drawn and stamped by a licensed installer.
- CO detection systems must be drawn and stamped by a licensed installer.
- Cut sheets for the equipment being installed must be either dropped off with the plan or internet links to the manufacturer's website provided.
- **We do not review plans for bidding.**
- **The permits must be obtained by the licensed contractors doing the work.** We want to deal with the contractors for each discipline rather than the General Contractor.
- Signage: Fire Department connections must be marked by a minimum 18"X 18" sign, red with white reflective lettering or white with red reflective lettering, rooftop units must be marked on all 4 sides with 4" minimum reflective lettering in a contrasting color.
- There is a permit fee of \$50 for each of the permits, payable when the plans are dropped off at Fire Headquarters.
- The plan then goes into the review process. The timeframe for plan review is dependent on the complexity of the plan.

