



City of Marlborough
FIRE DEPARTMENT
215 MAPLE STREET
MARLBOROUGH, MASSACHUSETTS 01752

All Fire Alarm and Sprinkler Plans and Approvals: General Information

The City of Marlborough requires a fire alarm or sprinkler permit from the Building Department to be obtained for any installation or modification of the following:

- **Fire Alarm systems**
- **Carbon Monoxide Detection systems**
- **Sprinkler/Standpipe systems**
- One set of plans and a set of cut sheets for the devices being used in the annunciating, initiating and suppression and detection systems must be submitted for plans review and approval. Every effort should be made for fire alarm and sprinkler plans to be 1/8" scale only. All plans require a legend for the symbols representing the devices used.
- A narrative detailing the sequence of operation will be required for all new plans.
- Plans for fire alarm systems must be designed by a Massachusetts registered electrical engineer or a Massachusetts licensed master electrician designer/installer. The plans must bear the seals stating certification and/or a copy of the Master Electrician's license must be submitted with the plan. Plans must indicate candela settings for all devices.
- Plans for new sprinkler systems, standpipes or additions to an existing system must be designed by a Massachusetts registered fire protection engineer. The plans must bear the seals stating certification. Sprinkler head relocations require a plan and a copy of the Sprinkler Fitter's license.
- The Marlborough Fire Department **will not design** any fire alarm, sprinkler, standpipe, clean agent or kitchen fire suppression system.
- Backflow preventers must be installed on the supply side of the system. Specification for the type can be obtained by the Water Division of the Marlborough Department of Public Works.
- Fire Department connections (FDC) must be a 4" Storz connection with a 30-degree elbow with a locking cap and chain.
- The only standpipe systems allowed by the Marlborough Fire Department are Class 1 and Class 3. Pressure reducers on standpipes are not allowed.

Any work done without submitted approved plans or permits will not be inspected!

For all other fire alarm and sprinkler work not requiring a building permit, a separate permit will be required by the Fire Department to work on or shutdown any fire alarm or sprinkler system (M.G.L. Ch. 148 Sec. 27A).

Permits for the following will be obtained directly from the Marlborough Fire Department:

- **Bi-Directional/Unidirectional Antenna**
- **Clean Agent Fire Extinguishing Systems**
- **Kitchen Fire Suppression Systems**

Kitchen suppression systems

- A permit is required for the installation, removal, repair or modification of a kitchen suppression system.
- Two sets of plans and cut sheets for the equipment being installed must be submitted the Marlborough Fire Department. No work is to be started until the plans are approved and the permit issued.
- Exhaust hoods require a separate mechanical through the building department.

Clean Agent Extinguisher Systems

- Plans must be submitted to the Marlborough Fire Department for approval and shall be certified and stamped as compliant by a licensed professional engineer.

The submittal package for all clean agent systems will include the following:

A detailed sequence of operations narrative of the operations of the system to include all aspects of the following:

- Automatic and manual activation of the system
- Abort switch operations
- Alarm operations
- Room ventilation shut down operations
- Room exhaust operations
- One set of plans for the extinguishing agent system
- One set of cut sheets for the equipment used
- One set of floor plans identifying the path of exit for egress review
- A letter certifying the room's integrity methodology
- Locations of emergency breathing apparatus for room occupants

Bi-Directional/Unidirectional Antenna

- Complete information regarding BDA/UDA can be found on the Marlborough Fire Department website:

http://www.marlbrough-ma.gov/Gen/MarlboroughMA_FireDprmt/index



FIRE ALARM - SPRINKLER PERMIT APPLICATION

Commercial Permit Application

The "City of Marlborough Massachusetts"

To Construct a NEW Building, Repair, Renovate or Demolish an Existing Building
(Other than a One- or Two-Family Dwelling)

FILL OUT ALL THE APPROPRIATE INFORMATION FOR YOUR PROJECT

This Section For Official Use Only

Bldg. Permit #:

Date Issued:

Building Official:

Building Permit Fee:

SECTION 1: PROPERTY LOCATION

Please Check One: FIRE ALARM APPLICATION - ☐

SPRINKLER SYSTEM APPLICATION - ☐

Street & No.

Name of Building (if applicable)-

Floor:

Unit No:

Company Name:

SECTION 2: PROPERTY OWNER INFORMATION & AUTHORIZATION

Name:

Company:

Address:

City/State/Zip

EMAIL:

Telephone:

Letter From Property Owner(S) Authorizing This Work Shall Be Submitted With The Application

Section 3: CHECK ONE:

A - New System - ☐ Stamped Plans & Calculations Required

B - Modifying Existing System - ☐ Narrative (Plans on Modifications - May Be Required if more than just minor)

Registered Design Professional Responsible For "Design of the System"

Name:

Reg. Number:

Address:

City/Town/state/zip:

EMAIL:

Telephone:

Name & Address of Company/Firm:

INSTALLING CONTRACTOR:

Company Name:

Address:

City/Town/state/zip:

EMAIL:

Telephone:

Name of Person Responsible for Installation:

Address: City/Town/State

License Number & Type:

EMAIL:

Telephone:

SECTION 5: PROPOSED WORK

Edition of MA State Building Code-

If New Construction check here and all that apply below - ☐

Existing Building - ☐ Repair - ☐ Alteration - ☐ Addition - ☐

Other: Specify:

Building plans & Construction documents Have Been Submitted As Part Of This Permit Yes - ☐ No - ☐

Brief Description of proposed work:

SECTION 12: CONSTRUCTION COSTS LABOR AND MATERIALS

Electrical-Fire Alarm & Emergency Lights-Signs Etc.	\$
	\$
Sprinkler System-Fire Suppression	\$

NOTE: You will be notified when the Building Permit is ready. Building Permit fees are due at that time and you will be notified of the amount. Checks are to be made payable to the "City of Marlborough". The cost of the permit is \$10.00 per Thousand (1%).

COST OF CONSTRUCTION-Building Permit Valuations-PERMIT FEES

Building Permit Valuations. The applicant for a permit shall provide an estimate of permit value at time of application. If, in the opinion of the *Building Commissioner, Local Inspector, Electrical Inspector, Plumbing & Gas Inspector* the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the *Building Commissioner*.

The Final Building Permit, Plumbing Permit, Gas Permit & Electrical permit valuation shall be set by the Building Commissioner, Local Inspector, Electrical Inspector, Plumbing & Gas Inspector issuing the permit

SECTION 13: SIGNATURE OF PERMIT APPLICANT

By entering my name below, I hereby attest under the pains & penalties of perjury that all of the information contained in this application is true and accurate to the best of my Knowledge and understanding:

Print-Name

Address:

City/State/Zip

EMAIL:

Telephone:

Signature:

NOTE: Submitted plans must be complete, wet stamped including **Fire Suppression, Detection and Notification systems**. Suppression system must also carry the name, contact information and license of the "Installer". **All Plans must be submitted to the Building Department Only, Not the Fire department. HOWEVER:** Contractors are required under section 527 CMR 1.00 M.G.L. c. 148, § 27A to notify the fire department prior to shutting off for any reason(s) any portion of the Fire Suppression, Detection and OR Notification systems.

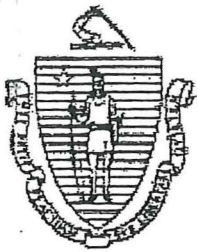
~ APPLICATIONS & PLANS SHALL BE RETURNED IF SIGNIFICANT INFORMATION IS MISSING~
Please also attach the following as applicable to your project:

- | | |
|--|--|
| <input type="checkbox"/> - Copy of all appropriate Licenses | <input type="checkbox"/> - Worker's Comp Insurance |
| <input type="checkbox"/> - Fire Narrative for Existing & New Buildings | <input type="checkbox"/> - Fire Suppression/Protection Narrative-All buildings |

SEE - Directions on all narratives-last page of this application

SECTION 4: WORKER'S COMPENSATION INSURANCE AFFIDAVIT (M.G.L. C. 152 § 25C(6)A)

Worker's Compensation Insurance Affidavit from MA Department of Industrial Accidents must be completed and submitted with this application. Failure to supply this affidavit will result in the DENIAL of the issuance of this building permit. Is a signed affidavit submitted with this application? YES- ☐ NO- ☐



The Commonwealth of Massachusetts Department of Industrial Accidents
Office of Investigations 600 Washington Street
Boston, MA 02111 www.mass.gov/dia
Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers
Applicant Information Please Print Legibly

Name: _____
(Business/Organization/Individual): _____
Address: _____
City/State/Zip: _____ Phone #: _____

1. <input type="checkbox"/> I am an employer with _____ employees (full and/or part-time).*	4. <input type="checkbox"/> I am a general contractor and I have hired the sub-contractors listed on the attached sheet. These sub-contractors have employees and have workers' comp. insurance.*	6. <input type="checkbox"/> New Construction
2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]	5. <input type="checkbox"/> We are a corporation and its officers have exercised their right of exemption per MGL c. 152, §1(4), and we have no employees. [No workers' comp. insurance required.]	7. <input type="checkbox"/> Remodeling
3. <input type="checkbox"/> I am a homeowner doing all work Myself, [No workers' comp. insurance required] †		8. <input type="checkbox"/> Demolition
		9. <input type="checkbox"/> Building addition
		10. <input type="checkbox"/> Electrical repairs or additions
		11. <input type="checkbox"/> Plumbing Repairs
		12. <input type="checkbox"/> Roof Repairs
		13. <input type="checkbox"/> Other

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

† Homeowners who submit this affidavit indicating they are doing all work and then hire outside contractors must submit a new affidavit indicating such.

‡ Contractors that check this box must attached an additional sheet showing the name of the sub-contractors and state whether or not those entities have employees. If the sub-contractors have employees, they must provide their workers' comp. policy number.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy and job site, information.

Insurance Company

Name: _____

Policy # or Self-ins. Lic. #: _____ Expiration Date: _____

Job Site Address: _____ City/State/Zip: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date). Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: _____

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Electrical Inspector 5. Plumbing Inspector 6. Other

Contact Person: _____

Phone #: _____

Fire Alarm & Detection Systems Section 907

Mandated Document Submittals for Building Permit Application

Fire alarm shop drawings. Shop drawings for fire alarm systems shall be submitted to the **Building Department & Fire Department** for review and approval prior to system installation, and shall include, but not be limited to, all of the items listed under Chapter 9, section 907.1: **Equipment**. Systems and components shall be *listed* and *approved* for the purpose for which they are installed.

~~~~~

## **Fire Protection/Suppression Systems**

### **Mandated Document Submittals for Building Permit Application**

780 CMR - *Eighth Edition*

**This information is critical in processing the Building Permit Application. If your plans for a Fire suppression system are not 100% complete, Then you are required to submit a completed "Tier One Narrative" with your application**

This process includes three tiers of the minimum document submittal requirements as stated in Chapter 9, section 901.2.1. This process does not preclude the permit applicant from submitting additional documents; for example shop drawings along with the *construction documents* at time of permit application. **Shop drawings shall note the name(s), license number(s), and license expiration date(s) of the contractor(s) installing the Fire Protection Systems.**

**1. TIER ONE, CONSTRUCTION DOCUMENTS** - Prior to issuance of a building permit, *construction documents* for the fire protection system must be submitted in accordance with Chapter 1: *Scope and Administration* and a building permit obtained prior to the installation of fire protection systems or modifications, alterations, additions or deletions to an existing fire protection system. The *construction documents* shall contain sufficient information to completely describe each of the fire protection system(s) for which a permit is to be issued.

**The *construction documents* shall include the items listed under 2009 IBC Chapter 9, Mass Amendments Section 901.2.1.**

**2. Tier Two, Shop Drawings** - Prior to installation of fire protection systems, shop drawings, where applicable, shall be submitted to the *building official* and fire official and shall contain, but not be limited to; detailed design layout, equipment specifications, system sequence of operation, and analysis to substantiate the design. Shop drawings shall note the name(s), license number(s) and license expiration date(s) of the contractor(s) installing the fire protection systems. **Exception.** For shop drawings of Fire Alarm and Detection Systems *see* section 907.1.2 above for applicable requirements.

**3. Tier Three, Record Drawings** - As built plans shall be provided to the building owner for all fire protection and life safety systems that are sealed as reviewed and approved by the *registered design professional* of legally recognized professional performing Construction Control. Where changes to original shop drawings are minor, a list of as-built changes shall be permitted to be submitted where sealed and reviewed and approved by the *registered design professional* or legally recognized professional performing Construction Control.