



CHELMSFORD FIRE DEPARTMENT FIRE PREVENTION OFFICE

50 Billerica Road – Chelmsford, MA 01824
(978) 251-4288

"Smoke Detectors Save Lives"



COMMERCIAL PLAN REVIEW SUBMITTAL GUIDELINES

Commercial Building Plan Review Fee (Per building, payable to Town of Chelmsford)

Up to 25,000 Square Feet \$100

25,001 to 100,000 Square Feet \$150

100,001 Square Feet and over \$200

Condominium Units *Plan review per Commercial Building Plan Guidelines; SDI compliance certificates issued more than 60 days from date of final inspection/signoff will be assessed at \$50/unit*

All applications shall be made using the Chelmsford Fire Department online permitting system. After applying for a building permit, you must apply to the Fire Prevention Office for plan review. Upload the following materials for review:

- Applicable Plan Review Fee
- Electronic drawings in PDF format of all required drawings
 - *Architectural, Structural, Sprinkler, Fire Alarm, Mechanical, Electrical, Plumbing*
 - *Must be uploaded to the application for plan review on the Chelmsford online permitting system.*
- All applicable initial construction control affidavits
- Code Review
- Fire Protection Narrative
 - Must comply with standards for Tier One Construction Documents contained in 780 CMR Ch. 9
- A construction site safety and fire protection plan and signed receipt of CFD Construction Site Safety Policy
 - Plan shall comply with NFPA 241 (2013) and 527 CMR 1 Ch. 16
 - *Applicants are urged to contact the Fire Prevention Office before submitting plans to obtain the Construction Site Safety and Fire Protection Requirements.*

This submittal policy is applicable for all commercial buildings and residential occupancies with three or more units. Townhouses and one and two family homes shall follow the residential plan review submittal guidelines.

This list of documents may be modified at any time, and on a case by case basis.

A Knox Box keyed to Chelmsford Fire Department Specification is required prior to final inspection. All keys for the Knox Box shall be labelled with tags. New buildings shall be required to undergo testing for Emergency Responder Radio Coverage and if necessary install a bidirectional amplifier system prior to final fire alarm inspection.

Please allow up to 10 business days for review and approval.