



Bruce A. Proia  
Chief

**CITY OF NEWTON, MASSACHUSETTS**  
**FIRE DEPARTMENT HEADQUARTERS**

**1164 Centre Street, Newton Center, MA 02459-1584**  
**Chief: (617) 796-2210 Fire Prevention: (617) 796-2230**  
**FAX: (617) 796-2239 EMERGENCY: 911**



Setti D. Warren  
Mayor

When submitting plans for a building permit, the following documents must be provided for **ALL commercial** plan reviews:

- 3 sets of stamped plans
- Completed building permit application
- Written scope of work
- Initial Construction Control documents or Design Build letter for Fire Protection by the Owner/Representative
- Check for \$50 payable to the City of Newton

On January 1, 2015 the revised State Fire Prevention Regulations – 527 CMR go into effect. As a result, new requirements for Building Permits involving **NEW** buildings and the addition of **NEW** fire protection systems are being instituted.

These requirements include submission of Tier One and Tier Two Construction Documents as required in The Massachusetts State Building Code 780 CMR Eighth Edition 107.1.2. & Chapter 901.2.1 Document Submittal Process.

A checklist is provided for your use. All of the required documents should be collected prior to making an appointment. No building permit approvals will be issued unless all of the required documents are submitted, reviewed and approved by the Fire Department. This approval will be forwarded to the Inspectional Services Department.

# Document Submittal Process

Document Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

## Tier One - Construction Documents

Documents for the fire protection system submitted in accordance with section 107.1.2 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.

|   |  | Applicable |    | Provided |    |
|---|--|------------|----|----------|----|
|   |  | Yes        | No | Yes      | No |
| Each system described in narrative report containing:   |  |            |    |          |    |
| *   | Design methodology for occupancy protection and hazards            |            |    |          |    |
| *   | Sequence of operation of all fire protection systems and operation |            |    |          |    |
| *   | Testing criteria to be used for final systems acceptance           |            |    |          |    |
| Building and site access for firefighting and/or rescue vehicles/personnel  |  |            |    |          |    |
| Fire hydrant location and water supply information  |  |            |    |          |    |
| Type/description and design layout of the automatic sprinkler system(s)   |  |            |    |          |    |
| Automatic sprinkler system(s) control equipment location  |  |            |    |          |    |
| Type/description and design layout of the automatic standpipe system(s)   |  |            |    |          |    |
| Standpipe system hoses valve(s) type and location   |  |            |    |          |    |
| Fire department siamese connection type(s) and location   |  |            |    |          |    |
| Type/description and design layout of the fire protective signaling system(s)   |  |            |    |          |    |
| Type description and design layout of smoke control or exhaust system(s)  |  |            |    |          |    |
| Fire protective signaling systems(s) control equipment and remote annunciator location                                      |  |            |    |          |    |
| Type description and design layout of smoke control or exhaust system(s)  |  |            |    |          |    |
| Smoke control or exhaust system(s) control equipment location   |  |            |    |          |    |
| Building life safety system features (aux. funct) required to be integrated as part of fire protective signaling systems(s) |  |            |    |          |    |
| Type/description and design layout of the fire extinguishing systems(s)   |  |            |    |          |    |
| Fire extinguishing system(s) control equipment location   |  |            |    |          |    |
| Fire protection systems(s) equipment room location  |  |            |    |          |    |
| Fire protection System(s) equipment identification and operation signs  |  |            |    |          |    |

## Document Submittal Process

|  |  |  |  |  |
|--|--|--|--|--|
| Fire protection system(s) alarm/supervisory signal transmission method and location    |  |  |  |  |
| Fire command center location   |  |  |  |  |
| Type/description and location of any emergency alarm system                            |  |  |  |  |
| Type/description and location of any alternative fire suppression system or protection |  |  |  |  |
| Type/description and location of any carbon monoxide protection                        |  |  |  |  |

### Tier Two - Shop Drawings

Prior to installation of fire protection systems, shop drawings 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
- Analysis to substantiate the design

| Applicable |    | Provided |    |
|------------|----|----------|----|
| Yes        | No | Yes      | No |
|            |    |          |    |
|            |    |          |    |
|            |    |          |    |
|            |    |          |    |

Fire alarm shop drawings shall be submitted for review and approval prior to system installation and shall include, but not be limited to, all of the following:

- Name(s)
- License number(s)
- License expiration date(s)
- A floor plan that indicates the use of all rooms
- Locations of alarm-initiating devices
- Location of alarm notification appliances, including candela ratings for visible alarm notification appliances
- Location of fire alarm control unit, transponders, and notification power supplies
- Annunciators
- Power connection
- Battery calculations
- Conductor type and sizes
- Voltage drop calculations
- Manufacturers' data sheets indicating model numbers and listing information for equipment, devices, and materials
- Details of ceiling height and construction
- The interface of fire safety control functions
- Classification of the supervising Station

| Yes | No |
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# Document Submittal Process

(due upon completion)

## 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 or legally recognized professional performing Construction Control.
- \* Where changes to original shop drawings are minor, as list of as-built changes shall be permitted where sealed and reviewed and approved by the registered design professional or legally recognized professional performing Construction Control

Document Submission Date:

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Document Approval Date:

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Approved By:

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