

Commercial Site Plan Submission Process

Information required on all site plans submitted for review:

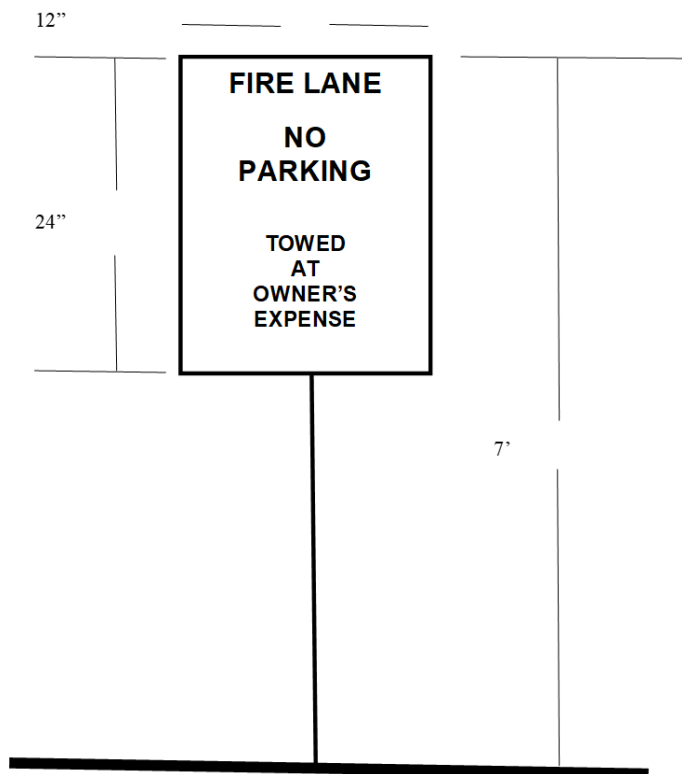
- Site plans should be delivered to the Scarborough Fire Department, Fire Prevention Bureau, 275 US Route 1, Scarborough, Maine 04074. They must include the proper name of the project, name of owner, name of architect, and physical address of the building and or buildings proposed.
(1 set of the most current plans are required at a scale of 1' = 20')
- Location of all fire lanes with details of curm marking and sign locations.
- Location of fire department connections for fire protection systems such as sprinklers, standpipes, etc.
- Location of any type of refuse handling or storage, such as dumpsters.
- Location and type of any proposed hazardous materials storage areas, inside or outside
- Calculation of the required fire flow for the project. When calculated fire flow exceeds 1000 G.P.M. an approved computer generated flow projection shall be submitted verifying that the needed fire flow (NFF) is available on site.
- Location of any fencing, temporary or permanent, or any potential obstruction to hydrants, fire department connections, building access or fire lanes.
- Buildings which shall be equipped with an approved automatic fire sprinkler system shall have the following note added to the plans: *“Approval of site plan does not include the design of the fire sprinkler and/or suppression system underground piping from backflow prevention device to one foot above finish floor level.”*
- Prior to suppression system(s) installation, shop drawings and a separate permit application must be submitted through the State Fire Marshal’s Office and the Scarborough Fire Department Fire Prevention Office/ Scarborough Code Enforcement Office.
- Hydrant locations shall be shown, existing or new, and the location of any new hydrants shall be determined by the Fire Department. Before any hydrant is placed into service the Fire Department shall inspect the condition and location of said hydrant. The piping feeding any hydrant on the plan shall be shown indicating location, nearest shutoff and size of pipe.

Site Access & Fire Lanes

- All access points to the building shall be shown on the plan. All vehicle entrances and exits to parking areas and building access shall be a minimum of 20 feet wide, and a minimum outside turn radius of 50 feet.
- Buildings exceeding 50,000 square feet in area on any floor shall have [Fire Lanes](#) around the entire perimeter of the building. When an automatic fire sprinkler system is installed per the Scarborough Fire Department [Sprinkler Ordinance](#), Fire Lanes are required on the two opposing longest sides of the building. Fire Lanes shall be within 30 feet of the building exterior wall.
- Buildings not exceeding 50,000 square feet in area on any floor shall have [Fire Lanes](#) on the two opposing longest sides of the building. When an automatic fire sprinkler system is installed per the Scarborough Fire Department [Sprinkler Ordinance](#), Fire Lanes are required on at least two adjacent sides of the building. Fire Lanes shall be within 30 feet of the building exterior wall.
- Non-sprinklered buildings not exceeding 5,000 square feet in area on any floor shall have [Fire Lanes](#) on at least two adjacent sides of the building. Fire Lanes shall be within 30 feet of the building exterior wall. All Health Care, Educational, or Hotel/Motel type buildings shall have Fire Lane access the entire perimeter of the building unless otherwise approved by the Fire Department. Fire Lanes shall be within 30 feet of the building exterior wall.
- All Residential Occupancies with 3 or more units that are 3 or more stories in height shall have [Fire Lane](#) access around the entire perimeter of the building unless otherwise approved by the Fire Department. Sprinkled 1 or 2 story residential occupancies with 3 or more units are required to have fire lands on the two opposing longest sides of the building unless otherwise approved by the Fire Department. Fire Lanes shall be within 30 feet of the building exterior wall.
- Dead end fire lanes shall be avoided. An approved turn around space shall be provided on all dead end fire lanes in excess of 150 feet in length.
- Minimum outside turn radius for us in the design of Fire Lanes and turn around spaces shall be 50 feet.
- Fire Lanes shall be constructed of an all weather surface capable of supporting fire fighting equipment. Asphalt, concrete, or paving blocks shall be provided unless otherwise approved by the Fire Department. Fire Lanes shall be designed to support a minimum of 70,000 lbs. vehicle loads and must be maintainable year-round.

- Minimum width of all Fire Lanes shall be 20 feet unless approved by the Fire Department.
- When fire or ambulance access is required to pass under a drive-thru type canopy, the minimum clear height under the canopy shall be 13 feet 6 inches.
- Fire Lane locations shall be determined by the placement of fire hydrants and connections to any fire protection systems located within the buildings as well as by the building design and site traffic flow characteristics.
- Fire Lane locations shall be clearly indicated on the submitted site plan. Yellow curb marking and approved signs, posted at 75' to 100' intervals and/or at all fire lane site specific locations, shall be the means to delineate fire lanes.
- **Sign Colors:** Red letters & borders, on a white reflective background.
- **Letters:** Two inch (2") "C" series

Signs and markings to delineate fire lanes shall be provided by and installed by the owner or his/her agent prior to building occupancy



Fire Hydrants

- Hydrant locations shall be clearly shown on the submitted site plan. Hydrant installation details shall be in accordance with the National Water Works Association and the local water utilities requirements.
- The number of hydrants shall be based on:
 - **Needed Fire Flow (NFF):** One hydrant shall be provided for each 1000gpm, or fraction thereof, based on the calculated fire flow requirements. (*refer to NFPA 1142, water supplies for suburban and rural fire fighting*)
 - **Remote Location:** The first required (public) hydrant shall be located within 500 feet of the most remote exterior point of the building. Hose lay distance shall be measured along the natural and unobstructed path of travel. When a second hydrant is required based on the (NFF), it shall be located within 750 feet of the most remote exterior point of the building. Additional hydrants required shall be located within 1000 feet of the most remote exterior point of the building.
 - When the building is equipped throughout with an approved automatic fire sprinkler system the maximum hose lay distance may be increased to 600 feet. A second hydrant shall be required accessible to the site within 1500 feet of the most remote exterior point of the building.
- Private hydrant locations shall be approved by the fire department. The first private hydrant shall be located within 50 feet of the fire department sprinkler and or standpipe connection. Any additional private hydrants shall be located within 750 feet of the most remote exterior point of the building. ***All private hydrants installed in the Town of Scarborough are required to have an annual maintenance contract in force at the owner's expense.***
- Hydrants and fire department connections to sprinkler systems shall remain clear and unobstructed by landscaping, parking, snow or any other objects.
- Hydrants and fire department connections to sprinkler systems shall be located where they are accessible from designated fire lanes or other routes as approved by the fire department official.
- Hydrants located on a road or street shall be located at least 7 feet, but not more than 8 feet behind the face of curb or edge of pavement when measured from the edge of pavement or driving surface, to the steamer port cap, unless approved by a fire department official. Placement of hydrants not on a road or street will be approved by the Fire Department prior to installation.

- An adequate water supply (public hydrant, private hydrant, or holding tank) must be installed, tested, and approved by the Scarborough Fire Department before any combustible materials are allowed on site as outlined in NFPA , section 29.

NO CONSIDERATION WILL BE GIVEN TO OFF-SITE HYDRANTS UNLESS THEY ARE SHOWN ON THE PLAN SUBMITTED FOR REVIEW.