

Construction Plan Review Process

- Fire Department & Planning Board Site Plan Review completed and approved
- State Fire Marshal Construction & Sprinkler Plan Review completed and approved (*The State Fire Marshal review for ADA, life-safety, and sprinkler systems is required by local ordinance. Application must have completed this review and made any necessary revisions to the plans prior to starting the construction permit process with the Town of Scarborough.*)
- [Application for Scarborough Fire Department Construction Permit](#) submitted by applicant with a complete set of plans as outlined below. (*A Fire Department Construction Permit is required prior to applying for a Town Building Permit. Please see the fee schedule that details the cost of the permit and the associated services that we provide for that fee.*)

Construction Plan information required:

(Plans must be submitted 10 working days prior to the scheduled plan review meeting.)

- Construction plans shall have the proper name of the project, name of the owner, name of architect, and the physical address of the building and/or buildings, plus the building occupancy and construction type.
- 1 up-to-date set of plans is required. Scale is 1" = 20'
- Plans should be delivered to the Scarborough Fire Department, Fire Prevention Bureau, 275 US Route 1, Scarborough, Maine 04074
- Plans shall clearly indicate the following when applicable:
 - Total square footage of the building
 - The location of all fire hydrants as required during Site Plan review
 - The location of the main fire alarm panel
 - The location of the sprinkler, mechanical and elevator rooms
 - The location of the Fire Dept. connection to sprinkler and standpipe systems
 - The location of all utility entrances and main shut-offs
 - The location of any type of refuse handling or storage, such as dumpsters
 - The location and type of any proposed Hazardous Materials storage areas (inside or out)
 - The location of any fencing, temporary or permanent, or any other potential obstruction to fire hydrants, fire department connections, building access, or fire lanes
 - Proper symbols and keys identifying all fire protection features of the building, as well as any special information required

- All applicable construction requirements such as wall types, door schedules, roof construction, foundation construction etc. To include all applicable symbols and UL testing information
- Any other information pertinent to the project as required by the Fire Department