

Construction Permit Process

- Schedule a plan review meeting with the Fire Department inspection office. Appointments must be made at least 10 business days in advance, and should include architects, contractors, alarm & sprinkler system installation contractors. *This meeting is included in the base fee.*
- All sprinkler systems shall meet the minimum standards of NFPA and the Scarborough Fire Department [Sprinkler Ordinance Chapter 305](#). Sprinkler plans must be submitted to the State Fire Marshal for review and approval prior to submitting them to the Fire Department.
 - State Fire Marshal sprinkler permit received. Number # _____
 - Commercial Sprinkler Permit Fee
 - Sprinkler plans submitted to the Fire Department Review need to be accompanied by the sprinkler/suppression system permit along with payment and must include the following information:

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

- Type of Sprinkler system
 - Floor plans showing sprinkler coverage
 - Elevation drawings showing sprinkler coverage
 - Location of OS & Y and Fire Dept. connection locations
 - Identify zones and locations of zones
 - Identify sprinkler monitoring system
 - All applicable hydraulic information
 - Letter required from sprinkler contractor indicating that the system was installed according to the appropriate NFPA standard used prior to final inspection
 - On-site inspection of sprinkler system is required prior to closing in any ceilings or other spaces
- (On-site inspections need to be scheduled in advance)***
- Construction Permit shall be issued when plans have been approved and only upon full payment of the Construction Permit fee.
 - An [Alarm System Application](#) must be submitted for all alarm systems. ***Please reference the [Alarm System Ordinance Chapter 607](#).***
 - A letter indicating that the alarm system devices are UL listed and were installed according to the appropriate NFPA standard must be presented at final inspection.
 - Schedule a pre-installation meeting with Scarborough Fire Prevention Bureau, alarm system contractor, architect, and general contractor to

review required alarm zoning, enunciation, and outputs to the monitoring company.

The Scarborough Fire Department has very strict requirements regarding zoning, terminology, and enunciation. It is essential that alarm contractors arrange for this conference early on in the process to assure compliance with local ordinances.

On-site construction inspections are included in the Construction Permit Fee and shall be conducted as necessary depending on the size of the building, and systems requirements.

A Certificate of Occupancy Inspection is required from the Fire Department as well as the Code Enforcement Office prior to occupying any building. During this inspection a thorough inspection of all fire protection features of the building will be conducted. Applicants are required to have representatives from all fire suppression system(s), alarm system installers, and general contractors present so that all systems can be tested.

Requests for Certificate of Occupancy inspections (CO) shall be made at least (5) five working days prior to the requested date.

All fire alarm and suppression systems must be **PRE-TESTED** through to the monitoring company prior to final inspection to assure zoning and enunciation is exactly as agreed to during the pre-installation meeting.

During the CO inspection all alarm zones and any or all devices may be tested.

One (1) CO Inspection is included in the Construction Permit Fee. If the department is required to return because of a failure to comply with any law, standard, or ordinance it will require an additional fee, and rescheduling of another CO inspection.

Re-inspection of alarm & fire suppression system testing will be \$100.00 for the first occurrence and \$200.00 for the second occurrence and any subsequent occurrence thereafter.