

TOWN OF SUFFIELD

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Fire Marshal

Fire Marshal Fee Based Plan Review Policy # 003

Department: Office of the Fire Marshal

Policy Number: FM-003

Policy Title: Fire Marshal Fee Based Plan Review Policy

Effective Date: June 15, 2026

Approved By: Eric Vincent

Last Revised: _____

Fire Marshal Fee Based Plan Review Policy

PURPOSE

The purpose of this policy is to establish a consistent and transparent fee structure for fire safety plan review, system-specific plan review, and required performance testing conducted by the Office of the Fire Marshal.

These services are technical regulatory functions required to ensure compliance with the Connecticut State Fire Safety Code and to other applicable standards. In addition, to verify that fire protection and life safety systems are properly designed, installed, and operational prior to occupancy or continued operation.

This policy ensures that costs associated with development-related regulatory services are borne by the applicants generating the demand for those services rather than the general taxpayer.

AUTHORITY

This policy is authorized pursuant to the Connecticut State Fire Safety Code, specifically:

- Section 107.1 and 107.2, which authorize the local Fire Code Official to assess fees when permits are required.

- Section 107.6, which authorizes the Fire Marshal to grant refunds under defined circumstances.

No permit or approval shall be issued until applicable fees have been paid.

POLICY

It shall be the policy of the Office of the Fire Marshal to assess fees for:

- Fire safety plan reviews
- System-specific shop drawing reviews
- Required performance testing
- Associated inspection and verification services

These services are required to verify compliance with fire safety regulations and to ensure that life safety systems function as intended.

Fees are assessed upon submission of plans or scheduling of performance testing and apply regardless of approval outcome, as professional review, inspection, and administrative processing occur in all cases.

Fees shall not be applied to single-family or two-family residential properties for any additions, alterations, new construction, or other related work.

APPLICABILITY

This policy applies to projects that require fire code review, including but not limited to:

- New commercial construction
- Commercial tenant fit-outs
- Business alterations and renovations
- Change of occupancy or use
- Installation or modification of fire protection systems
- Large residential developments requiring fire protection systems
- System upgrades or replacements

Commercial businesses modifying layouts, altering occupancy loads, installing fire alarm or sprinkler systems, or performing significant renovations may be subject to plan review and performance testing fees under this policy.

PLAN REVIEW SERVICES

Fire safety plan reviews are technical professional services requiring specialized knowledge in areas including:

- Means of egress design
- Life safety features
- Fire alarm system layout and sequencing
- Fire sprinkler system design
- Fire pumps and standpipe systems
- Fire protection system integration
- Code interpretation and compliance analysis

Plan reviews are conducted during the design phase to identify deficiencies before construction begins. Early identification helps prevent costly redesign, construction delays, and post-construction corrections.

PERFORMANCE TESTING AND FIELD INSPECTIONS

The Fire Marshal's Office conducts required performance testing and field inspections to verify that installed fire protection systems operate in compliance with applicable codes and approved plans.

Performance testing may include:

- Fire pump acceptance testing
- Fire sprinkler system flow and alarm testing
- Fire alarm acceptance testing
- Standpipe system testing
- Private fire hydrant testing
- Alternative or automatic fire-extinguishing system testing

These inspections require on-site professional oversight, coordination with contractors, documentation of results, and final approval prior to occupancy or continued operation.

FEE SCHEDULE

Plan Review Fees (Based on Construction Value)

Construction Value	Fee
Less than \$10,000	No Charge
\$10,001 – \$50,000	\$100
\$50,001 – \$100,000	\$200
\$100,001 – \$500,000	\$250
\$500,001 – \$1,000,000	\$300
\$1,000,001 – \$5,000,000	\$400
\$5,000,001 – \$10,000,000	\$700
Greater than \$10,000,000	\$1,500
Explosive Permit Review	\$80.00
Tent Permit Review (not exceeding 7 days)	No charge
Tent Permit Review	\$50.00

System-Specific Plan Reviews

System Type	Fee
Fire Alarm Shop Drawings	\$100
Fire Sprinkler Shop Drawings	\$200

Performance Testing Fees

Test Type	Fee
Fire Pumps	\$100
Sprinkler Systems	\$100
Fire Alarm Acceptance (Shell)	\$200
Fire Alarm Acceptance (Tenant Upfit)	\$100
Standpipe Systems	\$200
Private Fire Hydrants	\$50
Alternative / Automatic Fire-Extinguishing Systems	\$80

EXEMPTIONS

The following entities and building types are exempt from the fee requirements under this policy. However, they remain subject to all applicable inspections and code compliance requirements.

Exempt entities include:

- Municipal Government Buildings (Town Hall, Public Works, etc.)
- Public Educational Facilities (K–12 Schools)
- Agricultural Buildings
- Farming Buildings and Supporting Agricultural Structures
- Single-family or two-family residential properties for any additions, alterations, new construction, or other related work.

Agricultural and supporting structures include buildings directly associated with farming operations such as:

- Barns
- Equipment storage buildings
- Crop storage structures
- Livestock housing
- Other structures accessory to active agricultural use

REFUND POLICY

Refunds may be granted by the Fire Marshal pursuant to Section 107.6 of the Connecticut State Fire Safety Code.

Refunds may be issued when:

- A plan submittal or performance test was made in error.
- A fee was paid but the review or test was not required.
- The review time justifies an adjustment.

Each refund request shall be reviewed individually by the Fire Marshal.

ADMINISTRATION

Fees collected under this policy support the operational responsibilities of the Fire Marshal's Office, including:

- Professional plan review services
- On-site inspections and performance testing
- Travel and field oversight

- Administrative processing
- Record retention and documentation
- Digital plan review systems
- Continuing education and professional certification
- Fire Marshal coverage during leave periods

This policy is intended to provide cost recovery for regulatory services associated with development activity while maintaining a high level of fire safety oversight within the Town.
