



**Hartford Fire Department
Fire Prevention Division
812 VA Cutoff Rd.
White River Jct., VT 05001
802-295-3232**

General Plan Submittal Guidelines

EXAMPLES OF INFORMATION THAT SHOULD BE INCLUDED IN THE PLANS AND SPECIFICATIONS

SITE PLAN SHOWING:

- ☐ Building location
- ☐ Distance from other nearby buildings
- ☐ Building dimensions
- ☐ Fire Department access

COMPLETE CONSTRUCTION DRAWINGS SHOWING:

- ☐ Building construction (new and existing – all levels)
- ☐ Exterior view of the building
- ☐ Foundation information, including strength of concrete
- ☐ Wall, floor, and ceiling construction, including cross sections and fire ratings
- ☐ New and existing doors (construction, location, size, swing, and rating)
- ☐ New and existing windows (location, clear opening, size, and dimensions)
- ☐ Fire extinguisher location and types
- ☐ Occupant loads
- ☐ Heating system information (including type, name and model of heating units)
- ☐ Exit signs – egress lighting
- ☐ Stair details and construction
- ☐ Structural data (including roof and floor live loads)
- ☐ Fire Stopping – draft stopping
- ☐ Ventilation systems, including kitchen hood exhaust systems
- ☐ Interior finish fire ratings
- ☐ Attic access location
- ☐ Details indicating barrier free design for the physically disabled

PLANS MUST ALSO INCLUDE:

- ☐ Electrical Systems
- ☐ Sprinkler and other suppression systems
- ☐ Fire alarm and detection systems
- ☐ Carbon monoxide detector location

WORK NOTICES MUST ALSO BE SUBMITTED FOR ALL ELECTRICAL AND PLUMBING WORK

Note: These work notice applications must be signed by a Master Electrician / Master Plumber



HARTFORD FIRE DEPARTMENT FIRE PREVENTION DIVISION

Permit Application

What is a public building?

Most buildings that the public has the occasion to enter except for owner-occupied single-family dwellings, registered home day cares, and working farms.

When is a permit needed?

- ✓ For new construction, alterations, renovations, additions, or demolition of public buildings.
- ✓ Whenever new equipment is installed in a building.
 - Example: installation of a new boiler.
 - Example: installation of new fire protection systems.
- ✓ Whenever a public building changes uses.
 - Example: a business office becomes a mercantile.
 - Example: a single family, owner occupied home becomes a rental.
- ✓ Whenever a place of assembly, which holds more than 50 people, changes ownership or increases the occupant load.
- ✓ For the erection of a temporary structure for public use such as a tent over 1200 square feet, grandstands, or bleachers.
- ✓ Conducting a hazardous process such as flammable liquid spraying, explosives storage and manufacturing, and flammable liquid storage.

How do I submit an application for a construction permit?

First you must develop a complete set of plans that adequately detail the scope of the work. A Vermont licensed design professional such as an architect or engineer normally develops these plans. Once you have a plan, you must complete the application for construction permit and submit that with the appropriate fee to the Hartford Fire Prevention Division.

What happens during a plan review?

Your plans are reviewed to verify compliance with the Code before the project starts which helps to avoid costly mistakes. You will receive a letter with comments regarding the review with your permit.

Application Instructions (FILL OUT COMPLETELY)

Applications must be completed with all of the information that pertains to the scope of your project. Incomplete applications or those without proper fee will not be reviewed. Simply complete the directions that pertain to the scope of your project as follows:

SECTION A, Site information

Complete for all permits. All information is required.

SECTION B, Project information

Check off all aspects of the project that are being applied for with this application and describe the project in writing at the bottom of the section. **A Code Summary must be submitted for all new building projects.**

SECTION C, Plans

Check boxes for plans submitted for this project.

SECTION D, Building information

Complete this section for all projects which involve a new or existing building. Refer to the Building Code for the proper classification of building construction type.

SECTION E, Energy Conservation Certification

Complete this section for all projects that are publicly funded to indicate that they meet the required energy conservation standards.

SECTION F, Project valuation and permit fee

Complete this section for all projects. Detail the estimated project cost and calculate the permit fee based on that value. Make checks payable to the Town of Hartford. Send the completed application and project plans to:

**Hartford Fire Department; Fire Prevention Division
812 VA Cutoff Rd.
White River Jct. VT 05001**

SECTION G, Applicant, Contractor, Designer Info

"FILL OUT ALL SECTIONS COMPLETELY"

**Plans (one set only), Application and Fee
must be submitted together, prior to
review of project.**



**Smoke Detectors, Fire Sprinklers and Carbon
Monoxide Detectors save lives!**



Hartford Fire Department

Fire Prevention Division

812 VA Cutoff Rd., White River Jct., VT 05001

Office: 802-295-3232 Fax: 802-295-5143

CONSTRUCTION PERMIT APPLICATION

Have you consulted with a Fire Marshal regarding this project? **No:**

Yes/Name:

Please fill out this permit application as completely as possible base on the scope of this project. Plans are reviewed in the order they are received. Please refer to Section B for information that is required as this will expedite the review process.

Section A - Building Location and Ownership Information

Building Name or Site Name:

Building Address:

911 Number / Street

City

State

Zip

Building Owner:

Address:

Mailing Address

City

State

Zip

Phone:

Email:

Section B - Applicant Information

Check all that apply: plans are required for most projects

- ☐ **New Building** - Construction of a new building. Please complete all sections including Section G.
- ☐ **Addition** - An increase in the building area, aggregate floor area, building height, or number of stories of an existing structure. Please complete all sections including Section G.
- ☐ **Reconstruction** - The reconfiguration of a space that affects an exit or a corridor shared by more than one occupant space; or the reconfiguration of a space such that the rehabilitation work area is not permitted to be occupied because existing means of egress and fire protection systems, or their equivalent, are not in place or continuously maintained. Please complete all sections. Projects over \$100K shall complete Section G.
- ☐ **Modification** - The reconfiguration of any space; the addition, relocation, or elimination of any door or window; the addition or elimination of load-bearing elements; the reconfiguration or extension of any system; or the installation of any additional equipment. Please complete all sections. Projects over \$100K shall complete Section G.
- ☐ **Renovation** - The replacement in kind, strengthening, or upgrading of building elements, materials, equipment, or fixtures, that does not result in a reconfiguration of the building spaces within. Please complete all sections. Projects over \$100K shall complete Section G.
- ☐ **Change of Occupancy / Change of Use** - Check this box if any of the above work includes a change of use or change of occupancy. Please complete all sections. Projects over \$100K shall complete Section G.
- ☐ **Demolition** - The partial or complete demolition of any public building.

This section for office use only

Site #	Received date	Reviewer
Check from	Check #	Amount
		Approval date

Section C - Description / Scope of Work

Please provide a description of the work being performed, and any proposed occupancy or use changes.
Attach additional pages as necessary to sufficiently describe the work.

Section D - Building Construction, Use, and Protection Information

This section is intended to establish general information only. Additional information may be required in the form of a code analysis as specified in section G of this application or as requested.

Construction type of the building - Choose one:

- | | |
|---|---|
| <input type="checkbox"/> Type 5B - V (000) Unprotected Wood Frame | <input type="checkbox"/> Type 5A - V (111) Protected wood frame |
| <input type="checkbox"/> Type 4 - IV (2HH) Masonry Ext/Heavy Timber Int (Post and beam structures are usually 5B) | |
| <input type="checkbox"/> Type 3B - III (200) Masonry Ext/Wood frame Int | <input type="checkbox"/> Type 3A - III (211) Masonry Ext/Wood frame Int |
| <input type="checkbox"/> Type 2B - II (000) Unprotected Noncombustible | <input type="checkbox"/> Type 2A - II (111) Protected Noncombustible |
| <input type="checkbox"/> Type 1B - II (222) Protected Noncombustible | <input type="checkbox"/> Type 1A - I (442) Protected Noncombustible |
| | <input type="checkbox"/> Type 1A - I (332) Protected Noncombustible |

Additional Building Information:

Occupancy Classification(2)

Area of largest story	SF +	SF = 0	SF
Existing		New or Addition	Total SF of largest story
Total area of all stories	SF	Number of stories	Height
Total basement area	SF	Other	
Comments:			

Fire and Life Safety Systems - New or modified as part of this project:

Single Station Alarms	<input type="checkbox"/> Install/Add smoke alarms	<input type="checkbox"/> Install/Add carbon monoxide alarms
Fire Alarm System	<input type="checkbox"/> New System	<input type="checkbox"/> Modifying Existing
Sprinkler System	<input type="checkbox"/> New System	<input type="checkbox"/> Modifying Existing
Standpipes	<input type="checkbox"/> New System	<input type="checkbox"/> Modifying Existing
Commercial Kitchen Hood	<input type="checkbox"/> New System	<input type="checkbox"/> Modifying Existing
Hood Suppression	<input type="checkbox"/> New System	<input type="checkbox"/> Modifying Existing
Emergency Generator	<input type="checkbox"/> New System	<input type="checkbox"/> Modifying Existing
Elevator / Other Conveyance	<input type="checkbox"/> New System	<input type="checkbox"/> Modifying Existing
Other Systems / Comments		

Indicate below if this building is historically significant and provide documentation:

- ☐ Listed on the National Register of Historic Places
- ☐ Listed on the State Register of Historic Places
- ☐ Historically significant as determined by the Vermont Advisory Council on Historic Preservation

Section E - Project Valuation and Fee Calculations

<p>The permit fee is based on the total valuation of new construction or rehabilitation work for which the permit is being obtained.</p> <p>Electrical, plumbing and elevator trades must file a work notice in addition to certifying the valuation of the work as part of this permit.</p> <p>For projects involving labor and donated material, the valuation of construction work is based on the he value of the volunteer labor as well as the donated materials when calculating the permit fee.</p>	A. Site Work / Demolition	
	B. Valuation of Building Construction	
	C. Fixed Equipment	
	D. Electrical	
	E. Plumbing	
	F. Elevator or other conveyance	
	G. Heating, ventilation, air conditioning	
	H. Consulting / Design Services	
	I. Other	
	J. Sprinkler System	SEPARATE PERMIT
	K. Other fire suppression systems	SEPARATE PERMIT
	L. Fire alarm system	SEPARATE PERMIT
	M. Private main underground piping	SEPARATE PERMIT
	Total project valuation	

Fee is \$8.00 per \$1000 of total project valuation
Calculate fee by multiplying **TOTAL PROJECT VALUATION** by 0.0080

There is a \$50.00 minimum fee

This line is for the fee as calculated or \$50 which ever is greater

***** Please make all checks payable to the Hartford Fire Department *****

All sections are required to be filled out completely and shall be typed or printed legibly

Section F - Project Specific Contacts

Applicant

Name			
Company		Primary Contact	
Address			
Mailing Address		City	State Zip
Phone	Email		

Contractor

Name			
Company		Primary Contact	
Address			
Mailing Address		City	State Zip
Phone	Email		

Architect Designer

VT Lic No.

Name			
Company		Primary Contact	
Address			
Mailing Address		City	State Zip
Phone	Email		

Primary Engineer

VT Lic No.

Name			
Company		Primary Contact	
Address			
Mailing Address		City	State Zip
Phone	Email		

Section G - Submittal Checklist

Project type selected below shall correspond to the type(s) selected in section B. All corresponding boxes shall be checked to verify you have a complete submittal. Any section or checkbox left blank without an explanation could result in the application being returned. Explanation of excluded items shall be submitted on a separate page.

Required plans and documents **Shall be submitted via hard copy and electronically**	New Construction Addition	Reconstruction / Modification	Change of Occupancy / Use ONLY	Renovation
1. Completed permit application including this checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Completed Code Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Code analysis shall include at a minimum:

- >Codes that were followed and the year shall be consistent with those adopted by the VT Fire and Building Safety Code >Construction type per NFPA and IBC
- >Occupancy classifications per NFPA and IBC >Occupant loads and calculations per NFPA >Egress requirements per NFPA 101 including diagrams
- >Number of stories proposed and allowed per NFPA and IBC including calculations for any increases, and overall height per IBC
- >All applicable building areas proposed and allowed per IBC including calculations for any increases >Required fire and smoke separations
- >Proposed and required fire protection systems, including fire alarm, sprinkler, clean agent, etc. and the code sections requiring such >ADA requirements

3. Site Plan	<input type="checkbox"/>			
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Site plan, drawn to scale, shall include at a minimum: >Exiting and proposed conditions >Fire department access

- >Dimensions including fire separation distances per IBC >ADA requirements including parking and access >North Arrow

4. Architectural Plans and Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Architectural plans, drawn to scale, shall include at a minimum: >Room space uses / names >Full dimensions, detail references

- >UL rating for required fire/smoke barriers >Door and window schedules to include location, sizes, door ratings, materials, door hardware
- >Stair, handrails, and guard details >ADA details including bathrooms, door approach, etc. (Refer to Licensed Design Professional Chart to determine when projects require stamped plans)

5. Structural Plans and Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NA	
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Structural and framing plans, drawn to scale, shall include at a minimum:

- >Design loads and material designs >Structural framing plans showing sizes, materials, spacing, spans, location & size of columns
- >List reference material used as the basis of design (i.e. wood I joist manuals, etc.), Statement of Special Inspections, Basis of design

6. Plumbing Plans and Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NA	
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- >Include fixture schedules >Schedule & list of materials >ADA requirements

7. Mechanical Plans and Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NA	
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- >Include duct layouts >Sizes, supply, return, exhaust, equipment location >Fire / smoke damper locations and ratings

8. Electrical Plans and Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NA	
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- >Include lighting & power plans >Outlet and switch details and locations >Emergency lighting and exit path plan

General Information

- > As defined by State Statute Title 20; Chapter 173 § 2730 public buildings include most buildings, except owner occupied single family dwellings, accessory dwellings, registered home daycares, and some buildings on working farms. Refer to statute for a complete definition
- > A construction permit from this office is required for any work conducted on or within a public building as defined above.
- > Required plan submittal shall be via hard copy and electronic formats: Email submittals are not accepted at this time Paper: 1 set; printed to scale and mechanically fastened together ~ Electronic: 1 set, PDF format only, on CD or DVD
- > Division of Fire Safety Construction Permits are required in addition to any other State or Town permits.
- > In addition to this construction permit, separate permits, work notices, and/or submittals are required for all of the following: plumbing work, fire alarm systems, sprinkler systems, sprinkler system underground piping, commercial kitchen, electrical work, hoods, chemical suppression systems, tanks, elevators and other conveyances, temporary structures & tents in excess of 1200 sq. ft., etc. A complete list of permit requirements can be found on our website at www.hartford-vt.org.
- > Construction shall not commence until a review is conducted and you receive a permit, or, other written notification back from the Hartford Fire Department.

I hereby attest by my signature under 13 V.S.A. 3016 (filing a FALSE CLAIM with a department or agency of the state) that I am the owner or owner's designated representative and that the information contained within this form is correct and accurate to the best of my knowledge:

Signature of Applicant	Date
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RETURN THIS FORM AND PAYMENT TO: Hartford Fire Department - 812 VA Cutoff Rd., White River Jct., VT 05001

Matrix of Vermont Fire and Building Codes by Project Type

New Construction	Major Rehabilitation, Modification, Reconstruction No Additions	Building Addition	Existing Building With Change of Use/Renovation
<p>IBC & NFPA 1 & 101 apply. All IBC Chapters apply except Chapters; 8, 10, 11, 13, 27, 28, 29, & 33</p> <p>NFPA 101 Chapter 1 thru 11 and New Occupancy chapter apply, and all chapters of NFPA 1 as applicable</p> <ul style="list-style-type: none"> Purpose of IBC is to safeguard public health, safety and general welfare Purpose of NFPA 1 & 101 is to provide an environment reasonably safe from fire 	<p>IEBC applies to structural requirements only</p> <p>Refer to NFPA 101 Chapter 43 for Building rehabilitation, and appropriate occupancy chapter</p> <p>NFPA 1 applies</p> <p>Refer to NFPA 220 for type of construction (NFPA 101 page 404)</p>	<p>IBC applies to new construction. IEBC applies to existing structural requirements only</p> <p>Refer to NFPA 101 Chapter 43 for Building rehabilitation, and appropriate occupancy chapter</p> <p>NFPA 1 applies</p> <p>Refer to NFPA 220 for type of construction (NFPA 101 page 404)</p>	<p>IEBC applies to structural requirements only</p> <p>Refer to NFPA 101 Chapter 43 for Building rehabilitation, and appropriate occupancy chapter</p> <p>NFPA 1 applies</p> <p>NFPA 101 chapter applies to existing building section not being altered</p> <ol style="list-style-type: none"> Determine occupancy use Refer to NFPA 220 for type of construction (page 404)

- 1- Always determine occupancy type first
- 2- Include a code analysis with plan submittal for all new or large renovation projects
- 3- Vermont Fire & Building Code Amendments apply to all categories above
- 4- Vermont Access Rules and 2012 ADA Standards for Accessible Design applies to all categories
- 5- Vermont Electrical, Plumbing and Elevator Rules applies to all categories
- 6- NFPA 1 applies to all categories, in addition to referenced standards in IBC, NFPA 1 & 101
- 7- When a conflict between codes is identified, NFPA governs for all categories, or where one code or standard has a requirement and another code or standard does not have a requirement the code or standard with a requirement shall apply.
- 8- Some communities have adopted rules and regulations that exceed State codes. Please contact them directly to learn what their requirements are and how they may affect your project. **See Annex I**