

# PLAN REVIEW SUBMISSION FORM

## Fire Marshal's Division

121 Connecticut Avenue • Norwalk, CT 06854 • Ph. (203) 854-0244



### PLAN REVIEW SUBMISSION CHECKLIST

THIS FORM MUST BE FILLED OUT AND ATTACHED TO ALL PLANS  
**3 PAPER COPIES AND 1 PDF MUST BE SUBMITTED FOR ALL PLANS**  
 Plan review can take up to 30 days - Please plan your schedule accordingly.

Submission Date	/ /	Review Date	/ /
Type of Occupancy		Reviewed By	
Current Project/Building Name	or (New Business Name, if applicable)		
Building Address			
Contact Name			
Contact Address			
Contact Business ( )		Contact Cell ( )	
Total square feet of project		# of floors to be reviewed	
Description of building use			
Previous Business Name			
<b>New Constructions Only: Approximate cost of project</b> (for which plans are being submitted)			\$
<b>Building Construction Plans Must Include</b>			
Door schedule Stair details Interior finish details Emergency lights and exit signs		Fire extinguisher locations Construction type per NFPA Wall and ceiling type (Fire rating)	
<b>Fire Alarm Plans Must Meet or exceed NFPA 72 and Include</b>			
Description of system Device locations (Including drill key switch, fan shut downs etc.) FACP location Annunciator location if applicable Key access box location Riser diagram		Cut sheets for all components Battery calculations Copy of pre-test (Due before final inspection by fire department) FPA 72 Record of Completion (Due at final inspection) Copy of Testing and Maintenance Contract	
<b>Sprinkler System Plans Must Include</b>			
Description of system Device locations (Including flow, tamper switches, valves, air comp.) Piping diagram		Hydraulic calculations Cut sheets for all devices (Including air compressors) Plans and cut sheets for other suppression systems	

**IF YOU HAVE NOT PAID IN FULL YOUR APPLICATION WILL NOT BE REVIEWED**  
 Plan review can take up to 30 days - Please plan your schedule accordingly

<b>FOR OFFICIAL USE ONLY (Must Be Filed Out)</b>		<b>DEPT. CODE</b>	
Project/Building Name		Amount Due	\$
Credit Card # /Check # /Cash amt.		Amount Paid	\$
		Date Paid	/ /
Fees Received By		Date Called when ready	/ /
		Who called when ready	
Receipt Number		Logged in Firehouse By	



City Of Norwalk  
 Fire Marshal's Division  
 121 Connecticut Avenue • Norwalk, CT 06854  
 Email: [FDPprevent@norwalkct.org](mailto:FDPprevent@norwalkct.org)  
 203-854-0244 – Phone • 203-854-0234 – Fax



**Fire Marshal Fees**

			For Dept. Use Only
<b>Building Plans &lt; 5,000 sq. ft. gross floor area (per floor)</b>			
Plan Review (per floor)	\$25.00	Total Fee	1-Dept
Certificate of Occupancy Inspection	\$25.00	\$50.00	2-Dept

<b>Building Plans &gt; 5,000 sq. ft. gross floor area (per floor)</b>			
Plan Review (per floor)	\$100.00	Total Fee	3-Dept
Certificate of Occupancy Inspection	\$100.00	\$200.00	4-Dept

<b>Building Foundation Plans (w/o Certificate of Occupancy)</b>			
Plan Review < 5,000 sq. ft.	\$ 25.00		1-Dept
Plan Review > 5,000 sq. ft.	\$100.00		3-Dept

<b>Building (interior demolition) Plans</b>			
Plan Review < 5,000 sq. ft.	\$ 50.00		1-Dept
Plan Review > 5,000 sq. ft.	\$100.00		3-Dept

<b>Automatic Sprinkler Systems</b>			
Plan Review (per floor)	\$25.00	Total Fee	5-Dept
Acceptance Test/Inspection (per floor)	\$25.00	\$50.00	6-Dept

<b>Commercial Kitchen Hoods</b>			
Plan Review (per hood)	\$25.00	Total Fee	7- Dept
Acceptance Test/Inspection (per hood)	\$25.00		8- Dept
Hood Suppression Review	\$25.00		9- Dept
Hood Suppression Test/Inspection	\$25.00	\$100.00	10-Dept

<b>Fire Alarm</b>			
Plan Review (per floor)	\$25.00	Total Fee	11-Dept
Acceptance Test/Inspection (per floor)	\$25.00	\$50.00	12-Dept

<b>Liquor License</b>			
Renewal (annual inspection)	\$65.00		N/A

<b>Permit Fees</b>			
Blasting Permits	\$30.00		13-Dept
Tank Removal Permit	\$25.00		14-Dept
Tank Installation Permit	\$25.00		15-Dept

<b>Office / Lookup Fees (flat rate)</b>			
<b>Photo CD (each)</b>	\$25.00		16-Dept
<b>Underground Storage Tank (UST)</b> (Advance search for backup documentation, for example, soil test result)	\$5.00		17-Dept
<b>Site Search / Code Violations</b> (per building address and/or each occupant @ that site)	\$5.00		18- Dept
<b>Incident Reports</b> (flat rate)	\$5.00	10 @	19-Dept