



Hartford Fire Department

Fire Prevention Division

812 VA Cutoff Rd., White River Junction, VT 05001
Office: 802-478-1931 or 802-295-3232 Fax: 802-295-5143

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
(802) 295-3232

Permit Application (Construction and Change of Use)

Return this application to:
Hartford Fire Department; Fire Prevention Division
812 VA Cutoff Rd.
White River Jct. VT 05001

PLEASE PRINT

Section A, Site Information: *Complete for all permits*

Name of Building/Site: _____

Former Building Name: _____

Physical Location:
(9-1-1 Address) _____
Number and Street name, City/Town, Zip code

Name of Lessee:
(if business) _____

Building Owner Name: _____

Owner Mailing Address: _____ Zip Code: _____

Owner Phone Number: () _____

EMAIL: _____

Section B, Project Information: *Complete for all permits. Check all that apply.*

NEW CONSTRUCTION

REHABILITATION IN AN EXISTING BUILDING

See special definitions on page 4

Indicate what the permit is being obtained for below, check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Renovation/Alteration of Existing Building |
| <input type="checkbox"/> Addition to Existing Building | <input type="checkbox"/> Change of Occupancy Use |
| <input type="checkbox"/> Place of Assembly Change of Ownership | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Special Process/Hazard Permit | <input type="checkbox"/> New Building Equipment Installation |
| <input type="checkbox"/> Erection of Temporary Structure or Grandstand | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Modification of an Existing Space | <input type="checkbox"/> Reconstruction of an Existing Space |

A separate application and permit is required for: a Fire Alarm System, a Fire Suppression System, a

tent over 1200 sq. ft., a Kitchen Hood and Exhaust System and a Flammable or Combustible Liquid or Gas

Storage Tank.

*** FOR OFFICE USE ONLY ***

Site#:	Received Date: MPRREC	Reviewer:	
Check From:	Check #:	Amount:	Approval Date: MPRPER

Section C, Plans *Mark the plans that are included with this application*

- | | |
|--|--|
| <input type="checkbox"/> Site Plans | <input type="checkbox"/> Foundation Plans |
| <input type="checkbox"/> Floor Plans | <input type="checkbox"/> Elevation Plans |
| <input type="checkbox"/> Walls Cross Sections | <input type="checkbox"/> Floors and Roof Structural Design |
| <input type="checkbox"/> Mechanical Plans | <input type="checkbox"/> Electrical Plans |
| <input type="checkbox"/> Plumbing Plans | <input type="checkbox"/> Fire Protection Systems |
| <input type="checkbox"/> ADA/Accessibility plans | <input type="checkbox"/> Other |

Plans, Application and Fee must be submitted together, prior to review of project.

Construction may not commence prior to the issuance of a Construction Permit. Plans may require additional review and a new or amended permit if it is determined by the authority having jurisdiction that there is a satisfactory reason including changes in the project or if the start of the project is significantly delayed. This application does not eliminate the requirements for electrical and plumbing trades to file the appropriate work notices with this Department in accordance with the Vermont Electrical Safety Rules and Vermont Plumbing Rules.

Applications are processed in the order that they are received. The Department will make every effort to review your plans expeditiously. There may be delays in processing during especially busy construction seasons so it is important to submit your plans early.

Section D, Building Information: *Complete for all permits: new construction, renovation, alterations.*

<p>Indicate the Building Construction Type:</p> <p><input type="checkbox"/> Type 1: Noncombustible <input type="checkbox"/> A <input type="checkbox"/> B</p> <p><input type="checkbox"/> Type 2: Noncombustible <input type="checkbox"/> A <input type="checkbox"/> B</p> <p><input type="checkbox"/> Type 3: Noncombustible/Combustible <input type="checkbox"/> A <input type="checkbox"/> B</p> <p><input type="checkbox"/> Type 4: Combustible, Heavy Timber</p> <p><input type="checkbox"/> Type 5: Combustible (Wood Frame)</p> <p align="center"><input type="checkbox"/> A: Protected <input type="checkbox"/> B: Unprotected</p> <p><small>Refer to the Building Code for determining the construction type.</small></p>	<p>Structural Loads</p> <p>Roof Snow Loads _____</p> <p>Floor Loads _____</p> <p>Wind Load _____</p> <p><small>Refer to the Building Code for determining loads</small></p>
--	---

Fire Protection Systems, If Any?

Fire Alarm: <input type="checkbox"/> Manual <input type="checkbox"/> Automatic Detection	<input type="checkbox"/> Single Station Smoke Detection
Sprinkler: <input type="checkbox"/> Complete <input type="checkbox"/> Limited Area	Standpipes: <input type="checkbox"/> Yes <input type="checkbox"/> No
Other: _____	

Occupancy Classification: _____ **Occupant Load:** _____

Square Footage of Largest Story: _____ **Existing Square Footage:** _____

Square Footage of Addition: _____ **Total Square Footage:** _____

Number of Floors: _____ **Building Height:** _____

Number of Units: _____ **Describe Heating System(s):** _____

If this building is historically significant, indicate below and provide complete documentation of historical listings:

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, Energy Conservation Certification: Complete for all state funded projects.

I, _____ certify that this new state-funded building or addition meets the Standards contained in "The Vermont Guidelines for Energy Efficient Commercial Construction" as published in it's most recent edition by the Department of Public Service.

For more information on energy conservation, contact the Department of Public Service at 1-888-373-2255.

Section F, Project Valuation and Permit Fee: Complete for all permits. Make check payable to Town of Hartford and include with this application.

I, _____ certify that the total valuation of the construction work is as follows:
(Applicant's Name – Print or Type)

The Permit Fee is based on the total valuation of improvements or new construction for which the permit is being obtained. For projects involving volunteer labor and donated material, the valuation of construction work is based on the value of the volunteer labor as well as the donated materials when calculating the permit fee.	a. Site work	\$
	b. Valuation of building construction	\$
	c. Fixed equipment, installed	\$
	d. Electrical	\$
	e. Plumbing	\$
	f. Sprinkler system	\$
	g. Other fire suppression systems	\$
	h. Heating and Air Conditioning	\$
	i. Fire alarm system	\$
	j. Consulting services	\$
	k. Other:	\$
l. TOTAL PROJECT COST		\$

Permit Fee Calculation

Calculate the permit fee for all other projects including new equipment, **minimum fee of \$25.00**

- | | | | |
|---|-----------------|------------------|-------------------|
| 1. Enter TOTAL PROJECT COST (line l) | \$ _____ | X 0.00550 | = \$ _____ |
| 2. Fee for projects involving <u>only</u> a change of use or a place of assembly changing ownership: | \$25.00 | | \$ _____ |
| 3. Fee for projects involving <u>DEMOLITION</u>: | \$125.00 | | \$ _____ |

Section G, Applicant, Project Contractor and Designer Information:

Complete for all construction projects.

General Contractor:

Name

Address

Phone

**Architect or Engineer
or Other Designer:**

Name

Address

Phone

Anticipated start date of project: _____ **Anticipated completion date of project:** _____

Applicant's Company Name: _____

Contact Person: _____ Position: _____

Address: _____

City: _____ State: Zip: _____ E-mail: _____

Phone Number: _____ Fax: _____

I hereby certify that the information contained within this application is correct and accurate.

Signature of Applicant: _____ **Date:** _____

Hartford Fire Department Fire Prevention Division

Final Construction Valuation Form

This form must be completed for all projects and the payment of additional fees must be included prior to approval for occupancy or use.

Detail the actual project valuation including all change orders and calculate the permit fee based on that valuation.

Site Information:

Name of Building/Site: _____

Physical Location: _____

(9-1-1 Address)

Number and Street name, City/Town, Zip code

Name of Lessee: _____

(if business)

Building Owner Name: _____

Final Construction Valuation:

The Permit Fee is based on the total valuation of new construction or rehabilitation work for which the permit is being obtained. - For projects involving **volunteer labor and donated material**, the valuation of construction work is based on the value of the volunteer labor as well as the donated materials when calculating the permit fee.

The **current fee** is \$5.50 per \$1,000 (0.0055) of construction valuation for all construction and rehabilitation work.

a. Site work	\$
b. Valuation of building construction	\$
c. Fixed equipment, installed	\$
d. Electrical	\$
e. Plumbing	\$
f. Elevator and/or Lift	\$
g. Heating and Air Conditioning	\$
h. Consulting Services	\$
i. Other:	\$
j. Sprinkler system	\$
k. Other fire suppression systems	\$
l. Fire alarm system	\$
TOTAL FINAL VALUATION	\$

Additional Fee Owed:

[Line 1] Final construction valuation	=	\$	
[Line 2] Initial estimated construction valuation	=	\$	
[Line 3] Increase in construction valuation	=	\$	
[Line 4] Multiply Line 3 amount by current fee amount	=	\$	

The amount on Line 4 is the additional fee owed to 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 the information contained within this form is correct and accurate to the best of my knowledge:

Signature of Applicant: _____ **Date:** _____

Return this completed form and payment to:

**Hartford Fire Department
812 VA Cutoff Rd.
White River Jct., VT 05001**

*** FOR OFFICE USE ONLY ***

Site#	Received Date:	Check #	Check From:	Amount:	
-------	----------------	---------	-------------	---------	--