



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 FT
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 <input type="checkbox"/> Other
Sprinkler System	<input type="checkbox"/> New System	<input type="checkbox"/> Modifying Existing <input type="checkbox"/> Other
Standpipes	<input type="checkbox"/> New System	<input type="checkbox"/> Modifying Existing <input type="checkbox"/> Other
Commercial Kitchen Hood	<input type="checkbox"/> New System	<input type="checkbox"/> Modifying Existing <input type="checkbox"/> Other
Hood Suppression	<input type="checkbox"/> New System	<input type="checkbox"/> Modifying Existing <input type="checkbox"/> Other
Emergency Generator	<input type="checkbox"/> New System	<input type="checkbox"/> Modifying Existing <input type="checkbox"/> Other
Elevator / Other Conveyance	<input type="checkbox"/> New System	<input type="checkbox"/> Modifying Existing <input type="checkbox"/> Other

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"/>			

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