



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
Department of Public Safety  
Office of State Fire Marshal  
52 State House Station  
Augusta, ME 04333-0052

MICHAEL SAUSCHUCK  
COMMISSIONER

RICHARD MCCARTHY  
STATE FIRE MARSHAL

GREGORY J. DAY  
ASSISTANT FIRE MARSHAL

To properly submit plans for a plan review and permit through the Office of the State Fire Marshal, you need to complete the application packet, provide the drawings, and submit the payment accordingly. The plan review process includes you submitting applications (application packet attached), fees for the applications, and drawings for your proposed work.

In the application packet which is attached, you will find the applications, fee structures for each application, the submittal criteria, a very generic list of items we often need or look for on the drawings. Once you compile the drawings, fees, and applications you will need to submit them to our office for a formal review by a plan reviewer. The project will be reviewed in the order it was received. We will then either issue a permit or issue a statement of deficiencies that includes a list of items that need to be corrected or clarified. Once we receive the clarifications and or corrections and agree that the project meets the requirements of the codes, we will then issue the permit.

**You can also utilize the online portal to submit your application and drawings** (and pay the associated fees by Credit Card), by using this link: [Regulatory Licensing & Permitting Application | Department of Professional and Financial Regulation \(maine.gov\)](#) however, I do highly suggest at least looking at the PDF version of the application packet I attached as there are helpful items that are not on the online portal. If you are uploading using the portal, it will ask for site plans, elevations, and floorplans. If the drawings are all bundled together, I would suggest either uploading the same files in all 3 locations or choose the option to send us the drawings at a later date. If you choose the option to send at a later date you can then either email the drawings, provide a link for the PDF drawing download, or send a thumb drive or CD along with a copy of the application confirmation.

The State of Maine Fire Marshal permit is required prior to constructing, altering, or changing the use of a structure per State of Maine Statutes [Title 25 §2448](#) and the penalty for constructing without a State of Maine permit can be viewed here [Title 25 §2449](#)

If you have any questions during the process you can reach out to the Plans Review staff either via email ([click here for directory](#)) or phone by calling 207-626-3880 and asking for one of the plan reviewers.

# Submittal Criteria for Construction Permits

Make a **single check** out to "Treasurer, State of Maine" that covers all of the fees based on the cost of construction/renovation, barrier-free and surcharge. See fee schedules and surcharge information on pages 5, 7 and 8.

Fill out the application for the Construction permit on page 4, the Barrier-Free permit on page 6, and the building code surcharge form on page 9.

Please call if you have any questions regarding the application forms.

Submit pdf **blueprints/plans/Drawings** that are clear, legible, accurate, and complete. A design professional such as an architect or engineer may be required. Call and ask if you are not sure. Either way, the office must obtain for the plan review (1) copy of each of the following:

**Site Plan** showing relationship to adjacent buildings, roads, and hazards. Indicate which building or part thereof is the one requesting a permit. Indicate true north. The site plan must be to an indicated scale or have measurements. *(not required if no site work is occurring such as an interior renovation only project)*

**Elevations** showing the side view of the building from each side. Label each elevation. (The south elevation is the side of the building that faces south). If the building is existing and the renovations to the exterior are minor, then a snapshot of each side view of the building may suffice. *(not required if no site work is occurring such as an interior renovation only project)*

**Floor Plans** of every level of the building, including the basement, (and parts that are not being renovated if this is an existing building).

When a part of a building is renovated/expanded, fire and life safety features of one section often affect other sections. It is the overall building that obtains the permit.

**Floor plans must be to scale. Include at least one set electronically as well, if possible.** Indicate the scale used, such as 1/4" = 1 foot (This means 1/4" on paper represents 1 foot in real life. This is called 1/4" scale). Any scale can be used. Label outside dimensions.

Show doors and which way they swing. Show the location of windows in walls. Clear opening detail, and height of sill from floor may be required. Show stairs/ramps and provide details of them, such as riser height, tread depth, (nose to nose horizontally), handrail height, etc.

Label the intended use of every room compartment (such as "office," "bathroom," "sales area," etc.). We do not need to see what exists before demolition/remodeling, but rather the intended final plan.

Show any fire protection features that you intend to have, (such as emergency lights, exit signs, smoke detectors, portable fire extinguishers, etc.). During the plan review we will answer any questions you have about what may be required, and what is not.

Indicate door hardware type, door-closers and fire rating of any doors/walls.

Sprinkler details do not have to be provided to obtain the construction permit. The construction permit application form will indicate whether or not it will be sprinklered. We will confirm whether or not it is required to be sprinklered. If it is to have a sprinkler system, then the sprinkler contractor who will do the work will obtain a sprinkler permit from our office for you. At that time they will submit all sprinkler plan details to us.

- 

Once the fee is paid and application form submitted, then a file is opened for your project. At no extra cost, changes can be submitted before the construction permit is issued. With plans on file it is easy to answer future questions on the phone or by mail and fax. We need documentation for the project that indicates full compliance with the code and law before the construction permit can be issued. It will be evaluated by the NFPA 101 Life Safety Code. (Call 1-800-344-3555 if you want to purchase your own copy.)

With this system, it is easy for you to come in for a plan review with only 30% drawings and get feedback before you invest too much time designing something that may not meet compliance. Appointments can usually be made within 2 weeks. People who take the time to come in get scheduling priority over people who submit through the mail. Be sure to call first so that we may schedule you in.

Your plan review is done to the best of our ability, but the ultimate responsibility for code compliance is still retained by the design professional and the owner.

The above list is a general summary and is not intended to be all-inclusive. Depending on your project, other details may be required to be submitted. Please call if you have further questions.



**Department of Public Safety**  
**STATE FIRE MARSHAL'S OFFICE**

45 Commerce Drive, Suite 1  
Augusta, ME 04333-0052

Tel.: (207) 626-3880

Fax: (207) 286-6251



*Your submitted drawings will be reviewed under NFPA 101 Life Safety Code 2018 Edition and all referenced publications: please submit drawings with the information listed below. Based on the submitted information, there may be follow up items to submit.*

A new building, renovated space or an occupancy change will require a plan review from State Fire Marshal in order to obtain a construction permit. The construction permit should be obtained before any construction has been started.

The floor plan/sketches of your building should be to scale and show the following items (this may be a partial list and additional information may be required):

- 1) Additionally - Photos of all sides of the building inside and out are very helpful, but not required
  - 2) Size of doors as well as their swing & hardware information (lever handles, panic hardware, closers, etc.) Please include fire rating if applicable
  - 3) Please provide railing (guard) details of any lofts, decks, porches, or balconies (height, baluster spacing, materials, etc.)
  - 4) Provide stair details to loft/second floor/basement/lower levels (rise/run of stairs, width of stairs, guard height, railing size and height) – handrails are required on both sides of stairs, including landings
  - 5) Note any attached buildings, or adjacent spaces to your space; their use and rated separation from the building
  - 6) Provide information on the existing / proposed smoke detection, alarm system or sprinkler system.
  - 7) Provide wood species & thickness of exposed wood walls, ceilings and floor and include their fire rating classification
  - 8) Please provide interior finish ratings of walls, ceilings, and floor coverings including the fire rating classification of the finish (like polyurethane, linseed oil, paint, etc.)
  - 9) Show locations of: lighted exit signs, emergency lighting, fire alarm components & fire extinguishers
  - 10) Please provide sketches that are to scale of all levels of the building and any attached structures
  - 11) Provide details of any bathroom spaces, include mounting heights of fixtures, grab bars, etc.
  - 12) Additional items such as accessible routes from the parking areas to within the building shall be shown. Include all slopes, ramps, and signage
  - 13) If the cost of renovation is less than \$50,000 you can make the drawings yourself. If the cost exceeds \$50,000, the drawings will have to be stamped by a design professional (architect or engineer), although it is strongly recommended to consult a design professional during the process to aid you through the process.
- Feel free to contact our office if you have any questions.



# CONSTRUCTION PERMIT APPLICATION

Department of Public Safety  
Office of State Fire Marshal  
45 Commerce Dr, Suite 1  
Augusta, Maine 04333-0052

## Project Information

Project Name: \_\_\_\_\_  
Street Location: \_\_\_\_\_ Town: \_\_\_\_\_  
County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Project Type:

New Building/Addition   
Renovation   
Occupancy Change

### Building Occupancy Use Layout:

Single use   
Separated Use   
Mixed Use

### Sprinkler System:

No  Yes  Supervised

### Fire Alarm:

No  Yes  Monitored

### Project Information:

Projected Start Date: \_\_\_\_\_  
Projected End Date: \_\_\_\_\_  
Total Project Cost: \_\_\_\_\_

### Number of Stories:

Original # of Stories: \_\_\_\_\_  
Affected # of Stories: \_\_\_\_\_  
Total # of Stories: \_\_\_\_\_

### Square Footage:

Renovated s.f. \_\_\_\_\_  
New Construction s.f.: \_\_\_\_\_  
Total s.f.: \_\_\_\_\_

Adjusted Project Cost\* for Fee Calculation: \_\_\_\_\_ X 0.0015 = **Construction Permit Fee:**

*\*see attached fee schedule for more information*

### Occupancy Classification:

Apartments  Ambulatory Health Care  Assembly \_\_\_\_<300 \_\_\_\_>300 <1000 \_\_\_\_>1000  
 Business  Detention/Correctional  Educational  Daycare \_\_\_\_>12 \_\_\_\_<12  
 Health Care  Hotel/Dormitory  Industrial  Residential Board & Care \_\_\_\_Large \_\_\_\_ Small  
 Other  Rooming & Lodging  Storage  Mercantile \_\_\_\_ Class A \_\_\_\_ Class B \_\_\_\_ Class C

### Construction Type

Fire Resistive: Type I (442)  (332)  Unprotected Ordinary: Type III (200)   
Protected Non-Combustible: Type II (222)  (111)  Heavy Timber: Type IV (2HH)   
Unprotected Non-Combustible: Type II (000)  Protected Wood Frame: Type V (111)   
Protected Ordinary: Type III (211)  Unprotected Wood Frame: Type V (000)

Brief description of work to be performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Contact Information

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Design Professional: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Maine Registration #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

↓ DEPARTMENT OF PUBLIC SAFETY USE ONLY ↓

Permit

Approved By: \_\_\_\_\_

Check #	Plan Reviewer	Date Permit Issued	Permit #



Department of Public Safety  
Office of State Fire Marshal  
45 Commerce Drive, Suite 1  
Augusta, Maine 04333-0052

## CONSTRUCTION PERMIT Plan Review Fee Schedule

---

For **New Construction/Addition** (Renovations exceeding 75% of occupied space are considered new construction.), **Renovations** and **Change of Occupancy**

The fee shall be calculated 1.5% of 1/10 of the cost of construction (multiplied by 0.0015)

*Eg. \$100,000 project cost x 0.0015 = \$150 fee*

**Adjusted Project Cost\*** for Fee Calculation:

\*The cost of construction for use in the fee calculation shall be based only on the building and portions of the building that are to be reviewed by the State Fire Marshal's Office. Examples of what would *not* be included in the cost of construction are; purchase price, site work, equipment, furniture, sprinkler systems, plumbing and HVAC (unless part of a smoke removal system). NFPA96 extinguishing exhaust hoods do require permitting and shall be included in the construction cost.

***Payment for all fees, Construction Fee, Building Code Surcharge & Barrier-Free Fee, may be submitted on one check, payable to Treasurer, State of Maine.***



# BARRIER-FREE PERMIT APPLICATION

Department of Public Safety  
Office of State Fire Marshal  
45 Commerce Dr., Suite 1  
Augusta, Maine 04333-0052

## Project Information

Project Name: \_\_\_\_\_

Street Location: \_\_\_\_\_ Town: \_\_\_\_\_

County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Project Type:

New Building/Addition   
Renovation   
Occupancy Change

### Building Occupancy Use Layout:

Single use   
Separated Use   
Mixed Use

### Sprinkler System:

No  Yes  Supervised

### Fire Alarm:

No  Yes  Monitored

### Project Information:

Projected Start Date: \_\_\_\_\_  
Projected End Date: \_\_\_\_\_  
Total Project Cost: \_\_\_\_\_

### Number of Stories:

Original # of Stories: \_\_\_\_\_  
Affected # of Stories: \_\_\_\_\_  
Total # of Stories: \_\_\_\_\_

### Square Footage:

Renovated s.f. \_\_\_\_\_  
New Construction s.f.: \_\_\_\_\_  
Total s.f.: \_\_\_\_\_



### Barrier-Free Permit Fee:

\*see attached fee schedule for more information

### Occupancy Classification:

<input type="checkbox"/> Apartments	<input type="checkbox"/> Ambulatory Health Care	<input type="checkbox"/> Educational	<input type="checkbox"/> Assembly ____<300 ____>300 <1000 ____>1000
<input type="checkbox"/> Business	<input type="checkbox"/> Detention/Correctional	<input type="checkbox"/> Industrial	<input type="checkbox"/> Daycare ____>12 ____<12
<input type="checkbox"/> Health Care	<input type="checkbox"/> Hotel/Dormitory	<input type="checkbox"/> Storage	<input type="checkbox"/> Residential Board & Care ____Large ____ Small
<input type="checkbox"/> Other	<input type="checkbox"/> Rooming & Lodging		<input type="checkbox"/> Mercantile ____ Class A ____ Class B ____ Class C

### Construction Type

Fire Resistive: Type I (442) <input type="checkbox"/>	(332) <input type="checkbox"/>	Unprotected Ordinary: Type III (200) <input type="checkbox"/>
Protected Non-Combustible: Type II (222) <input type="checkbox"/>	(111) <input type="checkbox"/>	Heavy Timber: Type IV (2HH) <input type="checkbox"/>
Unprotected Non-Combustible: Type II (000) <input type="checkbox"/>		Protected Wood Frame: Type V (111) <input type="checkbox"/>
Protected Ordinary: Type III (211) <input type="checkbox"/>		Unprotected Wood Frame: Type V (000) <input type="checkbox"/>

Brief description of work to be performed: \_\_\_\_\_

### Contact Information

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Design Professional: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Maine Registration #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

↓ DEPARTMENT OF PUBLIC SAFETY USE ONLY ↓			
<input type="checkbox"/> Permit		Approved By: _____	
Check #	Plan Reviewer	Date Permit Issued	Permit #

Department of Public Safety

Office of State Fire Marshal  
45 Commerce Dr, Suite 1, Augusta, Maine 04333-0052  
207-626-3880 ph 207-287-6251 fax 207-287-3659 (TTY)



**BARRIER-FREE PERMIT  
 Plan Review Fee Schedule**

**BARRIER-FREE PLAN REVIEW PERMIT FEE**

<u>Permit Fee</u>	<u>Construction Cost</u>
\$25.00.....	For under.....\$100,000.00
\$50.00.....	From.....\$100,000.00
	but less than.....\$350,000.00
\$150.00.....	From.....\$350,000.00
	but less than.....\$600,000.00
\$200.00.....	From.....\$600,000.00
	but less than.....\$2,000,000.00
\$250.00.....	From.....\$2,000,000.00

**Barrier-Free Construction Permits**

The Office of State Fire Marshal is authorized by the Maine Human Rights Act to conduct mandatory and voluntary plan reviews and issue **Barrier-Free permits for new construction and alterations.**

**New Construction\* projects.** Regardless of cost or size, the following occupancies require a Barrier-Free permit:

- State, municipal or county
- Education
- Health care, residential care nursing homes or any facility licensed by the Department of Health and Human Services
- Public assembly
- Hotel, motel, inn or rooming or lodging house
- Restaurant
- Business occupancy of more than 3,000 square feet or more than one story
- Mercantile occupancy of more than 3,000 square feet or more than one story

\* An alteration is considered to be new construction by the Maine Human Rights Act if the cost of the alteration is 75% or more of the replacement cost of the completed facility.

**A Design Professional**, licensed with the State of Maine, is required on projects over \$75,000 to certify compliance with state and federal accessibility laws. (This applies whether the project is new construction or an alteration.) The builder shall provide the certification to the Office of the State Fire Marshal with the plans of the facility. The builder shall also provide the certification to the municipality where the facility exists or will be built.

**Alteration projects** (A Barrier-Free permit may be obtained on a voluntary basis).

***All projects applying for a Barrier-Free Permit are also required to apply for a Construction Permit.***

**A Barrier-Free permit is issued in conjunction with a construction permit. These state permits are in addition to any local permits that may be required.**

***Payment for all fees, Construction Fee, Building Code Surcharge & Barrier-Free Fee, may be submitted on one check, payable to Treasurer, State of Maine.***





This form and fees MUST accompany all permit applications submitted



STATE OF MAINE  
*Department of Public Safety*  
*State Fire Marshal's Office*  
*Building Codes and Standards Unit*

Janet T. Mills  
Governor

45 Commerce Drive, Suite 1  
52 State House Station  
Augusta, Maine  
04333-0052  
207-624-7007

Richard McCarthy  
State Fire Marshal

Michael Sauschuck  
Commissioner

Gregory J. Day  
Assistant State Fire Marshal

**BUILDING CODE SURCHARGE**

**Project Information**

Project Name: \_\_\_\_\_

Street Location: \_\_\_\_\_ Town: \_\_\_\_\_

Project Total Square Footage\*: \_\_\_\_\_ **Building Code Surcharge:** \_\_\_\_\_

Sec. 13.25 MRSA §2450-A is enacted to read:

§2450-A. Surcharge on plan review fee for the Uniform Building Codes and Standards Fund

In addition to the fees established in section 2450, a surcharge of 4¢ per \*square foot of *occupied space* must be levied on the existing fee schedule for new construction, reconstruction, repairs, renovations or new use for the sole purpose of funding the activities of the Technical Building codes and Standards Board with respect to the Maine Uniform Building and Energy Code, established pursuant to the Title 10, chapter 1103, the activities of the Bureau of Building Codes and Standards under chapter 314 and the activities of the Executive Department, State Planning Office under Title 30-A, section 4451, subsection 3-A,

The fee for review of a plan for the renovation of a public school, including the fee established under section 2450, may not exceed \$450.

Revenue collected from this surcharge must be deposited into the Uniform Building codes and Standards Fund established by section 2374. **Please mail your Surcharge in the amount shown above to the address at the top of this letter.** Thank you in advance for your attention to this matter.

Date Fee received: \_\_\_\_\_

Paid by: \_\_\_\_\_

Check #: \_\_\_\_\_

*Payment for all fees, Construction Fee, Building Code Surcharge & Barrier-Free Fee, may be submitted on one check, payable to **Treasurer, State of Maine.***

Central Maine Commerce Center

45 Commerce Drive, Suite 1  
Augusta, Maine 04333

(207) 626-3880 (Voice)

(207) 287-6251 (Fax)

(207) 287-3659 (TTY)